

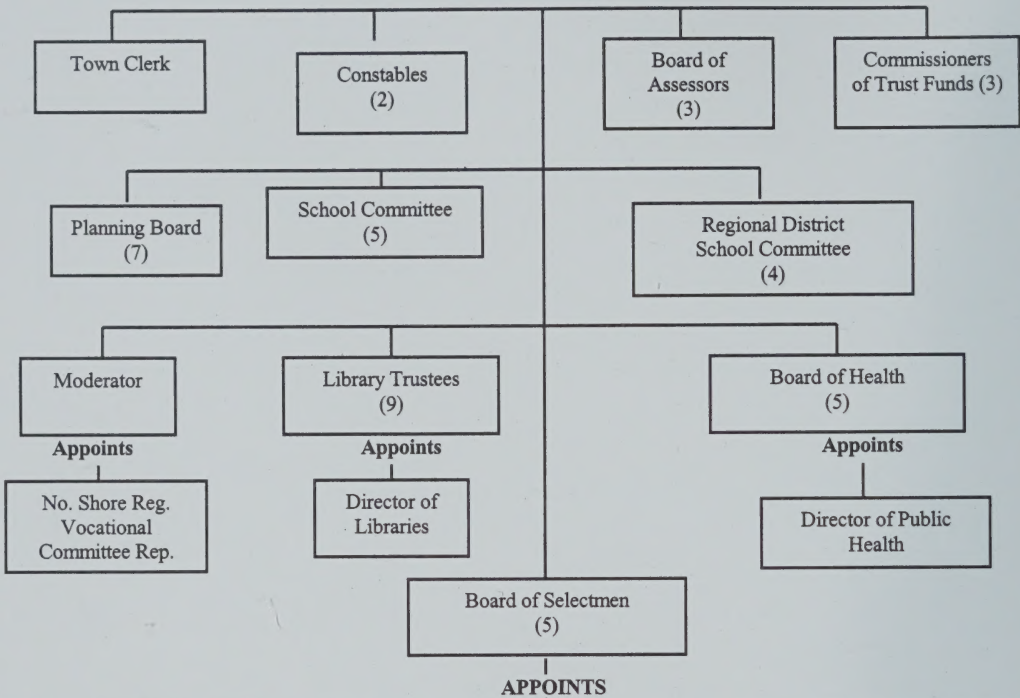
BOXFORD



BOXFORD TOWN HALL

ANNUAL REPORT 2003

BOXFORD OFFICIALS
VOTERS ELECT



OFFICERS:

Town Accountant
Town Administrator
Animal Control Officer
Communications Director
Director of Municipal Finance
Fire Chief
Election Officers
Emergency Management Director
Forest Warden
Tax /Collector
Treasurer
Parking Clerk
Police Chief
Supt. of Public Works
Sealer of Weights & Measures
Town Counsel
Veterans' Agent
Veterans' Graves Officer

COMMITTEES

Community Preservation Committee
Council on Aging
Board of Appeals
Cultural Arts Council
Cable TV Advisory
Capital Budgeting
Computer Management
Conservation Commission
Fence viewers
Finance Committee
Town Forest Committee
Historic District Commission Inspectors of:
Animals
Buildings/Wiring
Plumbing/Gas
Boxford Land Committee
Personnel Board
Recreation Committee
Town Hall Building Committee
Recycling Committee
Registrar of Voters
School Building Committee

AD HOC COMMITTEES

Bay Circuit Program
Community Path Study
Housing Partnership
Boxford Playground

**INDEPENDENT SERVICES
FOR THE**

TOWN OF BOXFORD
Boxford Athletic Association
BTA/BOLT, Inc.
Historic Document Center
H.A.W.C. (Help for Abused
Women & Children
Tri-Town Council on Youth &
Family Services

BOXFORD

ANNUAL TOWN REPORT

2003



Boxford, Massachusetts

**VOLUNTEER APPLICATION
TO SERVE ON A TOWN BOARD/COMMITTEE**

If you are interested in serving on an appointed town committee, or if you have expertise in an area, which you would like to share with a town board or committee, please complete the following and forward to:

**Boxford Town Hall
Office of the Selectmen
7A Spofford Road
Boxford, MA 01921
978-887-6000**

Name _____

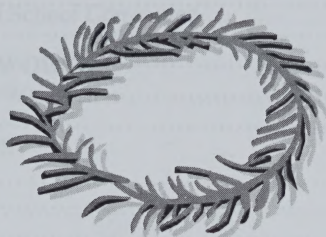
Address _____

Telephone: Home _____ Office _____ Fax: _____

COMMITTEE INTEREST:

Brief summary of your background: (you may enclose a separate letter if desired)

THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN



IN MEMORIAM – 2003

Arthur Gingrande

1918 – 2003

**Member Council on Aging
Election Officer**



Richard J. Bilo

1947 – 2003

Assistant Plumbing and Gas Inspector

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State and Federal Representation



Construction in progress, October 1, 2003 – New Town Hall Building

TOWN OFFICERS

Elected

Appointed

Committees, Boards and Commissions

Ad Hoc Committees

Independent Services

Meeting Schedules

ELECTED TOWN OFFICIALS

MODERATOR

Gerald R. Johnston (2004)

BOARD OF SELECTMEN

Barbara G. Jessel (2004)
Robert A. Was (2005)
Neil S. Olansky (2004)
Charles J. Costello (2006)
Joseph M. Callahan (2006)

TOWN CLERK

Patricia A. Shields (2004)

BOARD OF ASSESSORS

David F. Benson, Chair (2004)
Debra Nippes-Mena (2005)
Kenneth Kaufman (2006)

BOXFORD SCHOOL COMMITTEE

Charles E. Killam (2005)
Nathan L. Levenson, Chair (2005)
Stephanie Lowe (2004)
Elizabeth "Betsy" Leary (2006)
John Adams (2006)

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

David B. Bassett (2005)
Barry Denofrio (2006)
Marci L. Miller (2006)
Kenneth J. Sargent (2004)
Daniel J. Volchok (2005)

PLANNING BOARD

Robert C. Gore, Chair (2005)
Robert T. Ford (2006)
Joseph C. Hill (2004)
Robert P. Stevens (2006)
Holly Langer (2007)
Ellen Maynard Nestervich (2005)
J. Steve Merriam, Jr. (2007)

BOARD OF HEALTH

Mark P. Mitsch, Chair (2006)
Thomas M. Dusel (2005)
Louise B. Kress (2004)
David W. Phoenix (2006)
Barbara P. Stanley (2005)

**TRUSTEES OF THE BOXFORD
PUBLIC LIBRARIES**

Ben Messenger, Chair (2005)
Charles D. Bouthot (2006)
Jeanette Glesmann (2005)
Susan E. Daley (2006)
Richard Price (2005)
Linda M. Greenstein (2006)
Mary E. Ripp (2004)
Lisa G. Teichner (2004)
Christine MacNeill (2004)

CONSTABLES

- *EAST PARISH*
- *WEST PARISH*

Robert L. MacKay (2004)
David Smallman (2004)

COMMISSIONERS OF TRUST FUNDS

Judith F. Carr, Chair (2005)
Anthony C. Dinanno (2004)
Samuel N. Shields (2006)



APPOINTED TOWN OFFICERS

TOWN COUNSEL (ACTING)	Kopelman and Paige, P.C.
TOWN ADMINISTRATOR	Alan J. Benson
SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS	David E. Durkee
POLICE CHIEF	Gordon A. Russell, Jr.
FIRE CHIEF	Peter C. Perkins
TOWN ACCOUNTANT	William P. O'Brien
ALTERNATE TOWN ACCOUNTANT	Sandra Rossi
INSPECTOR OF BUILDINGS	Kenneth A. Ward
DIRECTOR OF COMMUNICATIONS	Warren Gould
DIRECTOR, PUBLIC HEALTH	Kendell Longo
DIRECTOR BOXFORD EMERGENCY MANAGEMENT	Robert D. Hazelwood
DIRECTOR OF MUNICIPAL FINANCE	John P. O'Brien
DIRECTOR OF PUBLIC LIBRARIES	Diane H. C. Giarrusso Adele McConaghy (retired)
PROCUREMENT OFFICER	Alan J. Benson
TREASURER/TAX COLLECTOR	Ellen S. Guerin
VETERANS' AGENT <i>(District Director)</i>	Edward Vincent Mitchell
VETERANS' GRAVE OFFICER	Kenneth H. Chadwick
FOREST WARDEN	Peter C. Perkins
ANIMAL CONTROL OFFICER	Helen L. Phillips
ALTERNATE ANIMAL CONTROL OFFICER	Reed Wilson

AMERICAN DISABILITIES ACT COORDINATOR (ADA)	Mary Ann Nay
PARKING CLERK	Leslie Dinanno
SEALER OF WEIGHTS & MEASURES	Robert Cronin
NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT REPRESENTATIVE	Michael S. Crowe
ASSISTANT ASSESSOR	Lauren M. Woekel
ASSISTANT TREASURER	Mary E. Bolen
DEPUTY TAX COLLECTOR	Kelley & Ryan Associates, Inc 13 Airport Drive Hopedale, MA 01747



COMMITTEES, BOARDS AND COMMISSIONS

COUNCIL ON AGING

Robert L. Price, Chair (2004)
Gertrude Freedman (2005)
Milton Knauer (2006)
Carol Patnaude (2005)
Joan Tarleton (2004)
Richard Taylor (2007)
Marjorie A. White (2004)
Kathie A. Canonica (resigned)

BOARD OF APPEALS

William R. Cargill, Jr., Chair (2006)
Robert W. Conroy (2004)
Richard Tomczak (2005)

BOARD OF APPEALS

(Alternates)

K. Erin Hohmann (2005)
Barry Hutchinson (2004)
Paula Fitzsimmons (2006)

CABLE TELEVISION ADVISORY COMMITTEE

Bradley A. Sweet, Chair (2006)
Joseph A. Cameron (2006)
Adam J. Cogley (2006)
Richard J. Korzeniewski (2006)
Richard D. Healy (2006)

CAPITAL BUDGETING COMMITTEE

Peter K. Race, Chair (2006)
Robert W. Conroy (2004)
Joyce Ricklefs (2005)
Enid E. Thuermer (2004)
Kimberly A. Holliday (2004)

COMMUNITY PATH STUDY COMMITTEE

Al Nierenberg, Chair (2004)
Dorothy DeMark (2004)
Leslie DiNanno (2004)
Lisa Glass (2004)
Susan S. Booth (2004)

COMMUNITY PRESERVATION COMMITTEE

Stuart J. Saginor, Chair (2004)
Joseph M. Callahan (2004)
Judith F. Carr (2004)
Peter Delaney (2004)
Virginia Havey (2004)
Holly Langer (2004)
Julia Mathews (2004)
Nancy Merrill (2004)
Timothy J. Gray (2004)

**COMPUTER MANAGEMENT
COMMITTEE**

David Manzi, Chair (2005)
Randy F. Castle (2004)
Peter G. Clark (2005)
Kirk E. Jones (2006)
Russell A. Larson (2004)

CONSERVATION COMMISSION

Harry C. Reifel, Jr., Chair (2006)
Francis A. DiLuna (2005)
Ron Dechene (2006)
Julia Mathews (2004)
Patricia Morris (2004)
Lana Spillman (2006)
Theodore H. Coogan (2005)

**BOXFORD CULTURAL COUNCIL
(ARTS COUNCIL)**

Susan H. Davis, Chair (2006)
Ann Haviland (2004)
Jane Flanagan (2006)
Amy G. Job (2006)
Bradley A. Sweet (2004)

ELECTION OFFICERS - Precinct I

Democrat

Alice A. Farnsworth, Inspector
Irene Decoulos, Clerk
Joan F. Tarleton, Deputy Clerk
Beverly Perkins, Deputy Inspector

Republican

Barbara Ross, Warden
Stephen Knowles, Deputy Warden

ELECTION OFFICERS – Precinct 1

Unenrolled

Maryann Clemens, Inspector
Patti Castricone, Deputy Inspector
M. Holly Langer, Deputy Inspector

ELECTION OFFICERS - Precinct II

Democrat

Joyce Chub, Deputy Warden
Patricia J. Gleason, Warden
Jane E. Smallman, Deputy Inspector
Ann D'Ortona, Inspector

Republican

Victoria M. Hubbard, Deputy Inspector
Marion R. Musial, Inspector
Judith Gore, Deputy Clerk
June Baldwin, Clerk

ELECTION OFFICERS – Precinct II

Unenrolled

vacant, Inspector
Leona Gormley, Deputy Inspector

ELECTION OFFICERS – Precinct III

Democrat

Michelle McLaughlin, Warden
Natasha Grigg, Deputy Warden

Republican

Virginia Keilty, Clerk
Linda Sargent, Deputy Clerk
Pamela DiVenuti, Inspector
Carol Patnaude, Inspector
Nancy Merrill, Inspector

ELECTION OFFICERS – Precinct III
Unenrolled

Carol Prouty, Inspector
Robin Phelan, Deputy Inspector
Beverly May, Clerk
Virginia Johansen, Deputy Clerk

FACILITIES MAINTENANCE COMMITTEE

Peter L. Morbeck, Chair (2004)
Richard E. Stern (2004)
Michael Guerin (2004)
Alan Smallman (2004)
James Kehoe (2004)

FENCE VIEWERS

Board of Selectmen

FINANCE COMMITTEE

John M. Powell, Chair (2005)
Kimberly A. Holliday (2005)
Peter Bernardin (2006)
Robert W. Conroy (2005)
James Shanahan (2006)
Preston G. Galarneau, Jr. (2006)
Timothy M. Feeney (2004)

TOWN FOREST COMMITTEE

Harold E. Garside, Chair (2005)
Paul R. French (2004)
Robert W. Hazelwood (2006)
Thomas M. Thomassen (2005)

HISTORIC DISTRICT COMMISSION

Gwendolen E. Perkins, Chair (2005)
Virginia Havey (2005)
Melanie Pearsall (2006)
Anna Plucinska (2004)
Valerie Vitale (2006)

HISTORIC DISTRICT COMMISSION
(Alternates)

Nancy N. Merrill (2006)
Michael Loring (2004)

INSPECTORS:

ANIMALS

BUILDING

Building (Alternate)

Building (Alternate)

DIRECTOR OF HEALTH

GAS/PLUMBING

Gas/Plumbing (Alternate)

ELECTRICAL

Electrical (Alternate)

Electrical (Alternate)

Allison A. Hayes
Kenneth Ward (2004)
Glen Clohecy
Rupert Annis
Kendell Longo
David Leavitt
Richard Danforth
David Levesque
Douglas Small
Kendall Magee

BOXFORD LAND COMMITTEE

Peter Delaney, Chair (2006)
Peter Bernardin (2005)
Robert C. Gore (2004)
Natalie Grigg (2004)
Linda H. Young (2005)

MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE

Robert A. Was (2004) (resigned)
Diane E. Gori (2004)
Ronald Holmgren (2004)
Peter K. Race (2004)
Kenneth Littlefield (2004)

PERSONNEL BOARD

Lee Thompson, Chair (2005)
Lisa Luchetti (2005)
Bernice J. Brown (2004)

POLICE DEPARTMENT Chief of Police

Gordon A. Russell, Jr. (2004)

Lieutenants

Robert D. Hazelwood (2004)
Paul M. Bates, Jr. (2004)

Full Time Patrolmen

Louann M. Bonney (2006)
Robert E. Corliss (2006)
Kara Fitzpatrick (2006)
John D. Iannazzo (2006)
Bruce Allen Klinger (2006)
Thomas J. Nentwig (2006)
Peter G. Orlando (2004)
Brian Williams (2004)
James B. Riter (2005)
Susan J. Longo (2005)

Reserve Police Officers

Garrett M. Barber (2004)
Attilio J. Paglia (2004)
Paul E. Polonsky (2004)
Harold W. Trombly (2004)
John C. VanLoon (2004)
Scott Bucuzzo (2004)
Brian S. Neeley (2004)
Jennifer E. Hansen (2004)
Suzanne Dullea (2004)

Special Police Officer

Helen Phillips (2004)

RECREATION COMMITTEE

Thomas W. Brown (2004) Chair
Nancy N. Merrill (2004)
Joseph M. Martinho (2005)
John A. Rowen (2005)
Arthur Tucker (2004)

RECYCLING COMMITTEE

Karen L. Sheridan (2004) Chair
Teri Allen (2004)
Lorraine Ott (2005)
Joanna Daniel (2004)
Nancy C. Woolford (2006)

**REGIONAL RECYCLING
COMMITTEE**

Teri Allen
Karen L. Sheridan

REGISTRAR OF VOTERS

Patricia A. Shields, Town Clerk
Anne C. Mannheim (2006)
Karen L. Sheridan (2005)
Bradley A. Sweet (2007)

ASSISTANT REGISTRAR

Alice J. MacKay (2004)

SCHOOL BUILDING COMMITTEE

Andrew M. Fraser (2004) (Chair)
Robert W. Conroy (2004)
J. Guy Simmons (2004)
Robert A. Was. (2004)
Sandra Skinner (2004)

SENIOR TAX RELIEF STUDY COMMITTEE

Gertrude Freedman (2004) Chair
Jane Moody (2004)
Robert Price (2004)
Judith A. Abdunour (2004)
Richard Taylor (2004)
Franklin Pomroy (2004)

TOWN HALL BUILDING COMMITTEE

Joyce G. Ricklefs (2004) Chair
John N. Adams (2004)
William F. Carey (2004)
Peter J. Cheever (2004)
Ellen S. Guerin (2004)

VETERANS' GRAVES OFFICER

Kenneth H. Chadwick (2004)

VETERANS' AGENT

Edward Vincent Mitchell (2006)

WEB PAGE DEVELOPMENT COMMITTEE

Randall Castle (2003)

Kirk Jones (2004)

Peter G. Clark (2003)

Jeffrey S. Ferry (2004)

Harry Martin (2003)

David Manzi (2003)

WEIGHER OF COMMODITIES

Officer Thomas J. Nentwig (2004)

Officer Brian M. Williams (2004AD)

AD HOC COMMITTEES

**BOXFORD BAY CIRCUIT PROGRAM
COMMITTEE**

Allison Chase (2004)

Beverly Ingalls (2004)

Nancy Merrill (2004)

Andrzej Plucinski (2004)

David R. King (2004)

**BOXFORD HOUSING PARTNERSHIP
COMMITTEE**

Neil S. Olansky, Chair (2004)

K. Erin Hohmann (2004)

Joseph Hill (2004)

Louise B. Kress (2004)

Peter Delaney (2004)

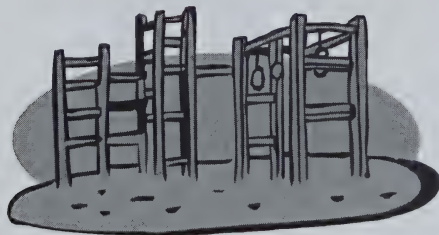
Arthur W. Kliman (2004)

**FRIENDS OF THE ACKERMAN
PLAYGROUND COMMITTEE**

Kimberly C. Sears (2004)

Ben Messenger (2004)

Missie Banks (2006)



TOWN OF BOXFORD SCHOOLS

TRI-TOWN SCHOOL UNION – 978-887-0771 (FAX: 978-887-8042)

Superintendent's Office
28 Middleton Road
Boxford, MA 01921

Dr. Bernard Creeden, Superintendent
Antoinette Valcourt, Administrative Assistant
Steven Greenberg, School Business Manager
Stephen Clifford, Director of Facilities

SPOFFORD POND ELEMENTARY SCHOOL – 978-352-8616 (Fax: 352-7855)

31 Spofford Road
Boxford, MA 01921
Principal, Kevin Soraghan– Beth Vercellone, Secretary

HARRY LEE COLE ELEMENTARY SCHOOL – 978-887-2856 (Fax: 887-0703)

26 Middleton Road
Boxford, MA 01921
Principal - Maureen Berman - Susan Soucy, Secretary

MASCONOMET REGIONAL DISTRICT HIGH SCHOOL – 978-887-2323

20 Endicott Street
Boxford, MA 01921

Superintendent – Kathleen Lynch (X 6110) (Fax: 887-3573)
High School Principal – Pamela Culver (X 6107) (Fax: 887-7243)
Assistant High School. Principal – Donald Doliber (X6349) (Fax: 887-4931)
Business Mgr. – Susan Gibens (X 6112)
Facilities Manager – Jay Galines (Cell: 978-835-7532) temp.
Secretary, Carol Keiley – (X 6111)
Middle School Principal – Leonard Broughton (X6302)
Audio Visual – Glen Walker (Ext. 6314)

NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT 978-762-0001

30 Logbridge Road, P.O. Box 230
Middleton, MA 01949
Boxford's Representative – Michael S. Crowe (978-887-3986)

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

BTA/BOLT, Inc.

Boxford Trails Association-
Boxford Open Land Trust, Inc.
7 Elm Street, 2nd Floor
PO Box 95
Boxford, MA 0-1921

Judith Gore, President
Office: (978) 887-7031

H.A.W.C.

Help For Abused Women and their Children
27 Congress Street
Salem, MA 01970

Candace Waldron
Executive Director
(978) 744-8552

HISTORIC DOCUMENT CENTER

173A Washington Street – PO Box 122
West Boxford, MA 01885
Hours: Wednesday 9AM - 4PM
Saturday 10AM - 3PM

Martha Clark, Archivist
(978) 352-2733

TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES, INC.

P.O. Box 219
5 Main Street
Topsfield, MA 01983

Gary Sinclair, Executive Director
(978) 887-0920



MEETING SCHEDULE - TOWN BOARDS/COMMITTEES

Board of Selectmen – Will be meeting every Monday at 7:30 pm in Meeting Room #1 in the Town Hall at 7A Spofford Road. (Summer Schedule varies)

Finance Committee – Meets every Tuesday at 7:30 pm in Conference Room #2 in the Town Hall, 7A Spofford Road during budget season. (Check bulletin Board in Town Hall for additional postings)

Conservation Commission – Meets every first and third Thursday of the month at 7:30 pm in Meeting Room #1 in the Town Hall.

Board of Health – Meets the second and fourth Wednesday of the month at 7:30 pm in Meeting Room #1 in the Town Hall.

Planning Board – Meets every first and third Wednesday of the month at 7:30 pm in Meeting Room #1 in the Town Hall.

Zoning Board of Appeals – Meets the fourth Thursday of the month at 6:30 pm in Meeting Room #1 in the Town Hall.

Board of Assessors – Meets on the second Tuesday of the month at 6:00 PM in the Town Hall.

All other Boards and Committee meetings will be posted on the Town Hall Bulletin Board by the Town Clerk's Office. Call the Town Clerk's Office on 978-887-6000 ext. 501 if you wish to post a committee/board meeting.

(Additional meetings and/changes are posted on the Town Hall Bulletin Board.)

GENERAL GOVERNMENT

Board of Selectmen

Town Counsel Report

Special Town Counsel's Reports

Personnel Board

Boxford Housing Partnership Committee

Town Hall Building Committee

Facilities Maintenance Committee

BOARD OF SELECTMEN

The year 2003 provided many challenges for the town of Boxford. These challenges not only included financial and building issues, but also challenges to the rural character of the town.

Financially, 2003 was a very difficult year. Driven by large cuts in state aid, the town was forced to ask non-school departments to cut their budgets. Departments were able to make the cuts and still maintain services. The Elementary School Committee was able to offer a level-funded budget while maintaining favorable class sizes. Unfortunately, Masconomet needed a sizable budget increase due to a number of factors including rapidly increasing enrollment, contracted salary increases and expenses associated with operating the new building. As a result, a Proposition 2 ½ override was necessary at the annual town election. Even with the passage of the override, Masconomet still had to decrease their staff and class sizes increased significantly.

Building of the beautiful new town hall continued throughout the year. At year-end, town employees were preparing to move into the almost completed building. Building completion was delayed by several months as the result of numerous issues. Due to the very hard work of many people, notably Joyce Ricklefs the chair of the building committee, the town will be well served by this wonderful new facility for many years to come.

A key objective of the Board of Selectmen was to address the issue of affordable housing. With increasing pressure from the state and developers, the town was vulnerable to the unfriendly 40B subdivision proposals that started to come forward. In order to address this, the charge of the Boxford Housing Partnership was updated and work began to put an affordable housing plan in place. The plan's intention is to increase affordable housing in a sensible way where the percentage of housing which counts toward the state's goal is maximized.

Other challenges to the appearance of the town have included the gas pipeline that was completed, despite the town's objections; a proposed cell tower at Boy Scout Park, whose proposal was subsequently withdrawn; proposed cell towers in West Boxford and a major building in the East village.

It is impossible to reflect back on 2003 without thinking of all of the people who contributed to the town's welfare. The many people who deserve our thanks include all of the volunteers who serve on boards and committees, elected officials and town employees. In addition to the volunteers who serve in official government capacities, there are also numerous volunteers who serve in other ways to enhance our quality of life, including the Garden Club, BTA/BOLT, the Friends of the Libraries, the Friends of the Council on Aging and the Boxford Athletic Association. Many thanks to all of them.

Barbara Jessel, Chair
Robert A. Was
Neil S. Olansky
Charles J. Costello
Joseph M. Callahan

**ANNUAL REPORT OF TOWN COUNSEL
KOPELMAN AND PAIGE, P.C.**

**Attorneys at Law
31 St. James Avenue
Boston, MA 02116-4102**

1. Amberwood v. Cargill, et al. (ZBA & Town)

Land Court, Misc.No. 264711

Complaint filed pursuant to G.L. c. 40A, appealing the Zoning Board of Appeals' denial of a variance seeking to remove acreage from pork chop lot ("larger lot") on Georgetown Road. Case is pending.

03800/0042

2. Arnone v. Cargill, et al (ZBA)

Essex Superior Court, C.A. No. 00-01944

Complaint filed under G.L. c.40A, §17 appealing the Zoning Board of Appeals' decision upholding the building inspector's denial of a building permit for a lot 17D, at 111 Washington St., which does not meet the contiguous buildable area requirement. Notice of Appearance filed on behalf of the Board of Appeals. Case is pending.

03800/0029

3. Decoulos v. Habitech, ZBA

Land Court, Misc. No. 283964

Complaint filed in September, 2002, pursuant to G.L. c.40A appealing the Zoning Board of Appeals' grant of a variance to co-defendant Habitech Development for Lot 1, Crooked Pond Drive. Plaintiff claims an interest in a mortgage on abutting parcel. Notice of Appearance filed on behalf of the Zoning Board of Appeals. Case is pending.

03800/0052

4. Haszard v. Gore, et.al. (Pl.Bd.)

Land Court, Misc.No.273914

This is an appeal of the Planning Board's denial of ANR endorsement for a plan showing land at 45B Glendale Road. Discovery is ongoing. Case is pending.

03800/0033

5. Neidhardt v. Town

Essex Superior Court, C.A.No.01-1731

Owners of property abutting the Town's former landfill have filed a claim alleging property damage pursuant to G.L.c. 21E and trespass due to alleged release of arsenic. Case is pending.

03800/0040

6. Neve v. Conservation Commission

Essex Superior Court, C.A. No. 02-941-C

Certiorari appeal of order of conditions for single-family dwelling, septic system and related improvements of property at 34 Winding Oaks Way. Essex Superior Court (Judge Billings) affirmed the Commission's decision on September 12, 2003. A notice of appeal was filed by the plaintiff.

03800/0044

7. Neve v. Conservation Commission II

Essex Superior Court, C.A. No. 01-1575C

An appeal from an Order of Conditions issued under the Town Wetlands Protection By-Law on July 23, 2001 for the removal of trees within the 100-foot Buffer Zone at the plaintiff's property at 34 Winding Oaks Way. Case dismissed by the court on January 12, 2004.

03800/0053

8. Nissenbaum v. Town, et.al.

Essex Superior Court, C.A.No.99-1247

Complaint filed in June 1999 pursuant to G.L.C. 40A, section 17 alleging that the Ingaldsby Farm Stand violates the Town's zoning by-laws and seeking enforcement of same. Case remanded to the ZBA.

03800/0024

9. Omnipoint Holdings, Inc. v. Town of Boxford and Boxford Zoning Board of Appeals

U.S. District Court C.A.No. 003-10017-REK

The January 3, 2003 complaint alleges that the Zoning Board of Appeals' decision to deny Omnipoint dimensional variances and a special permit to construct a telecommunications monopole at Boy Scout Park violated the Telecommunication's Act. Stipulation of dismissal filed. This case is closed.

03800/0075

10. Silverman v. Planning Board

Land Court Misc.No.294134

Certiorari appeal and claim for declaratory relief from Planning Board decision that brick column and wall violate scenic roads act. Case is pending.

03800/0055

11. Tanner et.al. v. Cargill, et.al. (ZBA)

Appeals Court No.2003-P-1082 (formerly Land Court, Misc. No.272623)

This is an appeal from the ZBA's denial of a special permit to expand an animal hospital at 115 Killam Hill Road. A decision was rendered denying the plaintiff's motion for summary judgment and allowing the Town's motion. Appeals have been filed.

03800/0032

12. Town v. Arnone

Land Court, Misc.No. 267057

Appeal filed by the Town challenging a claim of constructive grant of a variance and appeal of building inspector's decision regarding lot at 17D, 111 Washington Street. Case is pending.

03800/0027

13. Walker Development Corporation v. Town (Conservation Commission)

Land Court, Misc.No.293333

Certiorari appeal and claim for declaratory relief from decision of Conservation Commission denying order of conditions for common drive on Bennett Road. Notice of appearance filed December 9, 2003. Case is pending.

03800/0054

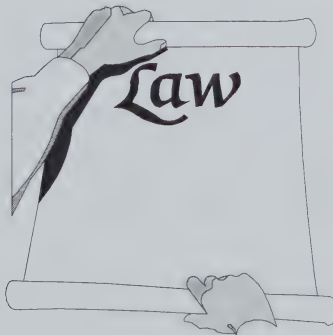
14. Walker Development Corporation v. Town (Planning Board)

Land Court, Misc.No.293332

Appeal of Planning Board's denial of ANR endorsement on a plan creating three lots on Bennett Road. Case is pending.

03800/0060

Respectfully submitted,
Leonard Kopelman,
for the firm of Kopelman and Paige, P.C.,
Town Counsel



**ANNUAL REPORT OF SPECIAL TOWN COUNSEL
MURTHA CULLINA, LLP
600 Unicorn Park Drive
Woburn, MA 01801
(781) 933-5505**

The hereto below cases result in an appeal from the Boxford Conservation Commission's denial to issue an Order of Conditions for alterations to wetlands.

- 20.** In the Matter of *Albert and Sandra Aversa* – Department of Environmental Protection
Docket Nos. 2000-101; 2000-102
Files Nos. 114-699; 114-700; 114-701

- 20.** In the Matter of *Albert and Sandra Aversa* – Department of Environmental Protection
Docket Nos. 2002-214, 2002-215 and 2002-216
File Nos. 114-829, 114-830 and 114-831

- 20.** *Aversa P. Aversa, et al. v. Harry Reifel, et al.*
Essex Superior Court Docket No. 02-1453A

Francis A. DiLuna, for the firm of
Murtha Cullina LLP
600 Unicorn Park Drive
Woburn, MA 01801
(781) 933-5505

Dated: February 18, 2004

271189v1

ANNUAL REPORT OF SPECIAL TOWN COUNSEL

Brody, Hardoon, Perkins & Kesten, LLP

One Exeter Plaza

Boston, MA 02116

(617) 880-7100

20. Jeffrey A. Walker, et al v. Town of Boxford, et al

Civil Action Number :01-1687A

Owners of property abutting the Town's former landfill have filed a claim alleging property damage pursuant to G.L.C. 21E and trespass due to alleged release of arsenic.

Case is pending.



PERSONNEL BOARD

During the year 2003, the Personnel Board was asked to review the employee benefits presently being provided to town employees and to recommend any revisions or improvements for future consideration. Suggested benefit revisions are presently under review. Maintaining competitive employee benefits is essential if the Town is to continue to attract and retain competent staff

The Personnel Board was pleased to be a part of the screening and selection process used to hire the new Director for the Council on Aging this past year.

Specific requests for personnel assistance from a number of departments including the Council on Aging and the Library were received and responded to during the year.

We were delighted with the appointment of Bernice Brown as the third member to the Personnel Board this year. It has been a number of years since the Board positions have been fully staffed. Scheduling of future personnel business meetings should be much more easily accommodated.

Lee Thompson, Chairman
Bernice Brown
Lisa Luchetti



BOXFORD HOUSING PARTNERSHIP COMMITTEE

In July of 2003, the Boxford Board of Selectmen rewrote the charge to the Housing Partnership to become more proactive in helping Boxford reach the Commonwealth of Massachusetts' mandate that 10% of the town's housing stock be affordable, approximately 275 units.

To that end, the Committee partnered with the Community Preservation Committee and hired a housing consultant to assist in writing a Planned Production Housing Plan for the town. This plan, once accepted by the Commonwealth, becomes the town's roadmap for reaching the 10% mandate. The first phase of the plan, the Housing Needs Assessment, was presented to the town at an open public forum held on February 26, 2004. The complete Planned Production Plan was submitted to the Committee for review in April 2004 and then submitted to the Board of Selectmen after another open public forum was held.

In December 2003, the Committee held an educational open forum for the town. Members of the committee, state legislators, and representatives of the Massachusetts Department of Housing and Community Development (HDCD) gave presentations.

Realizing that reaching the 10% goal by traditional means of development would be extremely difficult, the Committee also has partnered with the recently formed Boxford Housing Trust, a non profit corporation, to build 100% affordable housing in town by identifying town owned parcels suitable for the development of affordable housing.

The Committee has been busy with private affordable housing projects also. Since July, four Chapter 40B proposals have been presented to the Committee for comment and review. Of the four, one has been submitted to Mass Housing for site approval over the objections of the Committee and boards that reviewed the application. The total number of units proposed in these four projects is 168, with 25% (by statute), or 42, affordable. In addition, the committee is aware of three more projects in the early planning stages. We expect the number of projects submitted reviewed in 2004 to be eight to ten.

Boxford Housing Partnership Committee
Neil Olansky, Chairman
Erin Hohmann
Peter Delaney
Joseph Hill
Arthur Kliman



TOWN HALL BUILDING COMMITTEE

The year began with verbal D.E.P. approval of the Immediate Response Action Plan for removal of asbestos containing materials from the site. Construction work lagged behind schedule due to that work, extreme weather conditions, a fire and project coordination issues. The Conservation Commission required the filing of an Amended Order of Conditions along with the associated public hearings due to the changes in site work that resulted from the asbestos containing soil clean up.

The committee spent many hours discussing concerns related to both the color and method of attachment of pre-cast masonry and its effects on delays in completion of the roof and related leaks into the building interior. Three weeks prior to the expected date of occupancy on September 24th, it was revealed that the fire suppression system was not operational and failed to meet the building code. A redesign of the system was required and portions of the electrical, mechanical and site installations had to be reworked, causing additional occupancy delays. Although many punch list items were still outstanding, the building opened to the public on January 12, 2004.

The following appropriations were made by Town Meeting for the Town Hall project:

•	\$ 385,000	Warrant Article # 17	Special Town Meeting	10/24/00
•	4,270,000	Warrant Article # 18	Annual Town Meeting	5/14/02
•	190,000	Warrant Article #C10	Special Town Meeting	10/22/02
•	166,000	Warrant Article #C11	Special Town Meeting	10/22/02
•	<u>375,000</u>	Warrant Article #C12	Special Town Meeting	10/22/02

\$ 5,386,000 Total Project Appropriation

As of December 31, 2003, only 8.5% of the total project appropriation (\$461,858) remained unspent. As of that date, no further expenditures will be approved except for those committed by contract for construction, furnishings and the telephone system until final resolution of the project. Purchases of cable broadcast equipment; security system, kitchen appliances and window treatments have been postponed and will be revisited at that time. In that same vain, no grand opening or dedication has been planned; citizens are invited to tour the building during normal business hours.

Joyce Ricklefs, Chair
John Adams
William Carey
Peter Cheever
Ellen Guerin

FACILITIES MAINTENANCE COMMITTEE REPORT

The Boxford Facilities Maintenance Committee will present the Reserve Study on all assigned municipal buildings by mid February of 2004. Though our progress seemed slow during 2003, we managed to sort out a set of needs for our buildings that the town committee can study. The results of the report should lead to a prioritized schedule including maintenance and remodeling for Town buildings.

During 2003 the floor of the East fire station was repaired; the roof of the West fire station was set for repair; emergency remodeling of porches and trim was accomplished at the Community Center; and the cesspool at the Aaron Woods school; present Town Hall was replaced with a septic system for the use of the building by the Tri-Town School Boards.

Projects for 2004 will be prioritized, as stated, by Town boards. The facilities maintenance committee will attempt to set up standards for repairs to buildings as situations arise. Standardization of maintenance and remodeling procedures for all buildings is a goal sought by the committee.

Peter L. Morbeck, Chairman
Michael Guerin
James Kehoe
Alan Smallman
Richard E. Stern



TOWN CLERK

Annual Town Meeting May 13, 2003

Annual Town Election May 20, 2003

Dog Licenses

Vital Statistics

State Hunting and Fishing Licenses

TOWN OF BOXFORD ANNUAL TOWN MEETING
May 13, 2003

Voters of the Town of Boxford met at the Masconomet High School on Tuesday, May 13, 2003. John Dussi of the Boxford Youth and Recreation Foundation and Stuart Saginor of the Community Preservation Committee gave brief presentations. Gary Sinclair presented the Rotary Club for Outstanding Community Leader's Award to Guy Simmons. Kim Holliday, Chairperson of the Finance Committee, gave a financial update. Moderator Gerald R. Johnston honored Boxford residents Joyce Ricklefs and Robert Conroy for their many years of service to the town.

Moderator Johnston called the Town Meeting to order at 7:40 p.m. The Articles of the Warrant were disposed of accordingly.

ARTICLE 1. To receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed; or take any other action thereon.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed.*

ARTICLE 2. To see if the Town will vote to instruct its representative to the General Court to file a home rule petition. The General Court may make clerical or editorial changes of form only to the bill, unless the Boxford Board of Selectmen approves amendments to the bill before enactment by the General Court. The Boxford Board of Selectmen is hereby authorized to approve amendments, which shall be within the scope of the general public objectives of this petition:

“To amend the provisions of M.G.L., Chapter 59, Section 5, Clause 41C as they apply to the Town of Boxford by adjusting the following factors contained in these provisions by: (1) increasing the exemption of taxes due amount contained in the first sentence of this clause to \$2,000; (2) increasing all amounts contained in sub clause (Boxford, MA 01921) whenever they appear in said sub clause to \$50,000; and, (3) increasing all amounts contained in sub clause (C) whenever they appear in said sub clause to \$400,000.”; or take any other action thereon.

Sponsored by the Board of Selectmen
Finance Committee recommends adoption of this article.

EXPLANATION: The above article requests the Legislature to pass a law that affects Boxford only, which: 1) increases the amount of the annual real estate tax abatement for eligible over 65 resident homeowners from \$1,000 per year to \$2,000 per year; 2) increases the maximum income eligibility for that abatement for a single person from \$20,000 to \$50,000 and a married couple from \$30,000 to \$50,000; and 3) increases the maximum adjusted assets eligibility (does not include value of domicile) for that abatement for a single person from \$40,000 to \$400,000 and a married couple from \$55,000 to \$400,000.

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to instruct our representative to the General Court to file a home rule petition. The General Court may make clerical or editorial changes of form only to the bill, unless the Boxford Board of Selectmen approves amendments to the bill before enactment by the General Court. The Boxford Board of Selectmen is hereby authorized to approve amendments, which shall be within the scope of the general public objectives of this petition:*

“To amend the provisions of M.G.L., Chapter 59, Section 5, Clause 41C as they apply to the Town of Boxford by adjusting the following factors contained in these provisions by: (1) increasing the exemption of taxes due amount contained in the first sentence of this clause to \$2,000; (2) increasing all amounts contained in sub clause (Boxford, MA 01921) whenever they appear in said sub clause to \$50,000; and, (3) increasing all amounts contained in sub clause (C) whenever they appear in said sub clause to \$400,000.”

ARTICLE 3. To see if the Town will authorize the establishment of the following **revolving accounts** as authorized by Chapter 44, § 53E½ of the Massachusetts General Laws, contingent upon an annual report to the Town on the total receipts and expenditures of each account for each fiscal year:

- 1) A **Recycling Revolving Account** under the direction of the Board of Health and used for the deposit of receipts and fees collected on recyclable materials; said recyclable materials to be determined by a joint vote of the Board of Health and Recycling Committee and to be in compliance with all state health regulations; and, further, to allow the Board of Health, or the Recycling Committee, with the approval of the Board of Health, to expend funds not to exceed **\$25,000** for Fiscal Year 2004 from said account for the operation and maintenance of the Town Recycling Center;
- 2) A **Printing Revolving Account** under the direction of the Board of Selectmen and used for the deposit of receipts and fees collected on the sale of printed official documents as required by law by several of the elected and appointed committees, commissions, and boards as well as legal advertisements which are reimbursed to the Town; and further to allow the Board of Selectmen to expend funds not to exceed **\$10,000** for Fiscal Year 2004 from said account for the costs to the Town for printing supplies, equipment and reimbursable advertising;
- 3) A **Library Photocopy Machine Revolving Account** under the direction of the Board of Library Trustees and used for the deposit of receipts collected through public use of the photocopy machines at both the Boxford Village and West Boxford libraries; and further to allow the Board of Library Trustees to expend fees not to exceed **\$5,000** for fiscal year 2004 from said account for ongoing supplies and maintenance of the copy machines, and purchase of other library supplies;

- 4) A **Conservation Revolving Fund** under the direction of the Conservation Commission and used for the deposit of receipts collected through fees, including fees collected from applications related to the Town of Boxford Wetlands Protection Bylaw, by direction of the Conservation Commission and further to allow the Conservation Commission, with the written approval of the Selectmen, to expend fees not to exceed **\$50,000** for fiscal year 2004 from said account for management of land under Conservation Commission control, and for other Conservation Commission expenses approved by a majority of the Commission;
- 5) A **Highway Safety Revolving Account** under the direction of the Board Selectmen and used for the deposit of receipts collected through fines assessed against commercial motor vehicles by the Commercial Vehicle Enforcement Unit; and further to allow the Board of Selectmen to expend fees not to exceed **\$10,000** for fiscal year 2004 from said account for the purchase and maintenance of equipment related to highway safety; or take any other action thereon.

Sponsored by the Board of Selectmen
Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to authorize the establishment of revolving accounts as listed in Article 3 of the Warrant as authorized by Chapter 44, § 53E½ of the Massachusetts General Laws, contingent upon an annual report to the Town on the total receipts and expenditures of each account for each fiscal year.*

ARTICLE 4. To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2004, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on page 11 of this warrant; or take any other action thereon.

Sponsored by the Personnel Board
Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to adopt the Classification Plan and Compensation Plan for FY 2004, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan dated May 13, 2003, and distributed at this Town Meeting.*

ARTICLE 5. To **act on the proposed budget** and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for fiscal year 2004, to wit: General Government, Finance, Public Safety, Education, Town Maintenance, Health & Human Services, Culture & Recreation, Insurance & Pensions, and all other necessary proper expenses during said fiscal year; and authorize expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

Sponsored by the Finance Committee
Estimate: **\$22,387,372**
Finance Committee recommends adoption of this article.

The proposed budget is printed on pages 12 & 13 of the warrant.

AN AMENDMENT TO ARTICLE 5 was introduced as follows:

To amend line item MASCONOMET BUDGET ASSESSMENT in the budget section EDUCATION of the Town Budget from \$7,211,035 to \$7,176,695 thereby changing the total for this section to \$16,136,891.

Upon a motion made and duly seconded, it was VOTED, by unanimous voice vote, to have non-voting member and Masconomet Business Manager Susan Givens address the assembly.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to amend line item MASCONOMET BUDGET ASSESSMENT in the budget section EDUCATION of the Town Budget from \$7,211,035 to \$7,176,695 thereby changing the total for this section to \$16,136,891.*

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to raise the sum of \$22,331,035 and transfer \$21,997 from the "Receipts Reserved for Appropriation – Septic Loan Program" for a total appropriation of \$22,353,032 for the use of several departments for fiscal year 2004, to wit: General Government, Finance, Public Safety, Education, Town Maintenance, Health & Human Services, Culture & Recreation, Insurance & Pensions, and all other necessary proper expenses during said fiscal year as printed in the Warrant on Pages 12 and 13 as amended; and authorize expenditure of these funds under the direction of the appropriate listed department.*

.....
NOTE: At this time, we anticipate that **Article 6** will be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2½ ballot question. Should the override question fail, the appropriation would be rendered null and void, and the Masconomet Regional School District budget would be rejected (the district budget must be accepted by at least two of the three member communities).
.....

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$595,000** to additionally fund the Fiscal Year 2004 Masconomet Regional School District Assessment, thereby completing the funding required to meet the total assessment and approve the district certified budget; or take any other action thereon.

Sponsored by the Masconomet Regional School Committee
Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED** by majority voice vote, to raise and appropriate the sum of **\$595,000** to additionally fund the Fiscal Year 2004 Masconomet Regional School District Assessment, thereby completing the funding required to meet the total assessment and approve the district certified budget, said appropriation to be fully contingent upon successful passage of related proposition 2 ½ override ballot question.*

ARTICLE 7. To **act on the list of proposed capital purchases** for FY 2004 and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for fiscal year 2004, and authorize expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

Sponsored by the Board of Selectmen

Estimate: **\$311,500**

Finance Committee recommends adoption of this article.

The proposed capital budget is printed on page 14 of this warrant.

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to transfer from free cash the sum of **\$311,500** to fund the list of proposed capital purchases as shown on page 14 of the warrant, for the use of several departments for the fiscal year 2004, and authorize expenditure of these funds under the direction of the appropriate listed department.*

ARTICLE 8. To see if the Town will vote to set the **annual curbside solid waste collection fee** at **\$2.00** per 32-gallon bag or container (each use); or take any other action thereon

Sponsored by the Board of Health

Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to set the annual curbside solid waste collection fee at **\$2.00** per 32-gallon bag or container (each use).*

ARTICLE 9. To see if the town will vote to raise and appropriate, or transfer from available funds the sum of **\$85,000** to partially fund the **Fiscal Year 2003 shortfall in snow and ice expense**, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored by the Board of Selectmen

Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to transfer from free cash the sum of **\$85,000** to partially fund the Fiscal Year 2003 shortfall in snow and ice expense, said funds to be expended under the direction of the Board of Selectmen.*

ARTICLE 10. To see if the town will vote to raise and appropriate, or transfer from available funds the sum of **\$3,000** to partially fund the **Boxford Cultural Arts Council**, said funds to be

expended under the direction of the Boxford Cultural Arts Council; or take any other action thereon.

Sponsored by the Board of Selectmen
Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to transfer from free cash the sum of **\$3,000** to partially fund the Boxford Cultural Arts Council, said funds to be expended under the direction of the Boxford Cultural Arts Council.*

ARTICLE 11. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$2,000** for the purpose of participation in the **Help for Abused Women and their Children (HAWC) program**, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored by the Board of Selectmen
Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to transfer from free cash the sum of \$2,000 for the purpose of participation in the Help for Abused Women and their Children (HAWC) program, said funds to be expended under the direction of the Board of Selectmen.*

ARTICLE 12. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$25,140** for fiscal year 2004 for the **support of the Tri-Town Council on Youth and Family Services, Inc.**, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored by Board of Selectmen
Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to transfer from free cash the sum of **\$25,140** for fiscal year 2004 for the support of the Tri-Town Council on Youth and Family Services, Inc., said funds to be expended under the direction of the Board of Selectmen.*

ARTICLE 13. To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$175,000** to fund the **Reserve Fund**, said funds to be expended under the direction of the Finance Committee; or take any other action thereon.

Sponsored by the Finance Committee
Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to transfer from free cash the sum of **\$175,000** to fund the Reserve Fund, said funds to be expended under the direction of the Finance Committee.*

ARTICLE 14. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$50,000** to replenish the **Town Unemployment Fund**, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored by the Board of Selectmen

Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to transfer from free cash the sum of **\$50,000** to replenish the Town Unemployment Fund, said funds to be expended under the direction of the Board of Selectmen.*

ARTICLE 15. To see if the Town will vote to authorize the Treasurer with the approval of the Selectmen, to **borrow** a sum of money to pay for the **construction of storm water drainage and road reconstruction repairs for a portion of Spofford Road**, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored by the Board of Selectmen

Estimate: **\$400,000**

Finance Committee recommends adoption of this article.

Capital Budgeting Committee Recommendation: "A" Essential

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, that the sum of **\$400,000** be hereby appropriated, to be expended at the direction of the Selectmen for the construction of storm water drainage and road reconstruction repairs for a portion of Spofford Road and other costs incidental and related to the project, its design, permitting and ultimate construction, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 7, Clauses (1) and (5) of the General Laws, or any other enabling authority and to issue bonds or notes of the town therefore.*

ARTICLE 16. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$9,000** to fund professional, legal and all other expenses related to the town's negotiation and ultimate award of a **cable license extension** of the current cable license due to expire in February, 2005, said funds to be spent under the direction of the Boxford Cable Committee; or take any other action thereon.

Sponsored by the Board of Selectmen

Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to transfer from free cash the sum of **\$9,000** to fund professional, legal and all other expenses related to the town's negotiation and ultimate award of a cable license extension of the current cable license due to expire in February, 2005, said funds to be spent under the direction of the Boxford Cable Committee.*

ARTICLE 17. To see if the Town will vote to appropriate **\$8,500** from the FY 2004 Estimated Revenues of the Community Preservation Fund to fund expenses associated with the

construction of a walking path along the West side of Georgetown Road from the First Congregational Church to Herrick Road, said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereon.

Sponsored by the Community Preservation Committee

Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to appropriate **\$8,500** from the FY 2004 Estimated Revenues of the Community Preservation Fund to fund expenses associated with the construction of a walking path along the West side of Georgetown Road from the First Congregational Church to Herrick Road, said funds to be expended under the direction of the Community Preservation Committee.*

ARTICLE 18. To see if the Town will vote to appropriate or reserve from the **Community Preservation Fund** annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in fiscal year 2004, with each item to be considered a separate appropriation:

Appropriations:

From the FY 2004 estimated revenues for Sawyer-Richardson

Open Space Bond Expense \$118,164

From the FY 2004 estimated revenues for Committee Administrative Expenses \$ 15,000

Reserves:

From FY 2004 estimated revenues for Historic Resources Reserve \$70,000

From FY 2004 estimated revenues for Community Housing Reserve \$70,000;

or take any other action thereon.

Sponsored by the Community Preservation Committee

Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to appropriate or reserve from the **Community Preservation Fund** annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in fiscal year 2004, with each item to be considered a separate appropriation:*

Appropriations:

From the FY 2004 estimated revenues for Sawyer-Richardson

Open Space Bond Expense \$ 118,164

From the FY 2004 estimated revenues for Committee

Administrative Expenses \$ 15,000

Reserves:

From FY 2004 estimated revenues for Historic Resources Reserve \$ 70,000

ARTICLE 19. To see if the Town will vote to amend it bylaws and adjust certain fees as follows effective July 1, 2003:

- § 19-7.13 for furnishing certificate of birth: increase from \$5 to \$10;
 - § 19-7.20 for filing certificate of a person conducting business under any title other than his real name: increase from \$40 to \$60;
 - § 19-7.30 for furnishing a certificate of death: increase from \$5 to \$10;
 - § 19-7.42 for entering notice of intentions of marriage and issuing certificates thereof: increase from \$25 to \$30;
 - § 19-7.44 for issuing certificate of marriage: increase from \$5 to \$10;
 - § 19-7.62 for recording order granting locations of pole, piers, abutments or conduits, alterations or transfers thereof, and increase in number of wires or cables or attachments under the provisions of Sec. 22 of Chapter 166: increase flat rate from \$40 to \$50;
 - § 19-7.82 for issuing burial permit: increase from \$25 to \$30;
 - § 19-7.86 for all UCC filings: \$25; Delete as it is no longer a town function;
 - § 19-7.88 for all UCC searches by mail: increase from \$25 to \$30;
 - § 19-7.90 Issuing accessory apartment registration: increase from \$15 to \$20;
- or take any other action thereon.

Sponsored by the Town Clerk
Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to amend the town bylaws and adjust certain fees as printed in the warrant May 13, 2003 effective July 1, 2003.*

ARTICLE 20. To see if the Town will vote to amend it bylaws and adjust certain fees as follows effective July 1, 2003:

- § 52-8 Increase late fee for failure to license dog prior to January 31st, from \$15 to \$25;
- § 52-9 Increase late fee for failure to license dog kennel prior to January 31st, from \$30 to \$40;
- § 52-14 Increase the annual dog license fee for all dogs from \$10.00 to \$20.00 per year;
- § 52-18 Increase Animal Control Fee Officer Allowance for impoundment fee from \$2 to \$5;

or take any other action thereon.

Sponsored by the Board of Selectmen
Finance Committee recommends adoption of this article.

*Upon a motion made and duly seconded, it was **VOTED**, by a hand count of 96 in favor and 58 opposed, to amend the town bylaws and adjust certain dog license fees as written in the warrant of May 13, 2003 effective July 1, 2003.*

ARTICLE 21. To see if the Town will vote to have its elected Board of Assessors become an appointed Board of Assessors of the Town; or take any other action thereon.

Sponsored by the Board of Selectmen

*Upon a motion made and duly seconded, it was **VOTED**, by a hand count of 87 in favor and 63 opposed, to have the elected Board of Assessors become an appointed Board of Assessors of the Town.*

ARTICLE 22. To see if the Town will vote to amend its bylaws as codified in the Town Code, by creating the following new article, under Chapter 7, Commissions, Committees and Boards:

*“**ARTICLE XVI, Board of Assessors.** Appointment; terms:*

A Board of Assessors of three members shall be appointed by the Board of Selectmen for three year overlapping terms of office;”

subject to the approval of Article 21 of the May 13, 2003 Annual Town Meeting by ballot vote at the Annual Town Election on May 20, 2003; or take any other action thereon.

Sponsored by the Board of Selectmen

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to amend the town bylaws as codified in the Town Code, by creating the following new article, under Chapter 7, Commissions, Committees and Boards:*

*“**ARTICLE XVI, Board of Assessors;** Appointment; terms:*

A Board of Assessors of three members shall be appointed by the Board of Selectmen for three year overlapping terms of office;”

This Article is subject to the approval of Article 21 of the May 13, 2003 Annual Town Meeting by ballot vote at the Annual Town Election on May 20, 2003.

ARTICLE 23. To see if the Town will vote to **accept the following roads** described below, as public ways, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift; said plans on file with the Town Clerk:

Dole Hill Lane in its entirety, from Station 0+00 to Station 17+65 as shown on a plan entitled, “Subdivision As Built, Dole Hill Acres, Dole Hill Lane”, Boxford, MA, prepared for LBM Realty Trust, dated February 2, 1995, by Thomas E. Neve Associates and recorded in Essex South Registry of Deeds in Plan Book 256, Plan 85;

Laurel Hollow Road in its entirety, from Station 0+00 to 12+02.11 as shown on a plan entitled, “As Built Plan of Laurel Hollow Road in Boxford Massachusetts”, prepared for Michael Kenny dated October 2, 2002 by Apple Associates, Inc. to be recorded in Essex South Registry of Deeds.

Samuel Bixby Way in its entirety, from Station 0+00 to 9+40 as shown on a plan entitled, “As Build Plan of Samuel Bixby Way in Boxford, Massachusetts”, prepared for Boxford Development Corp., dated November 7, 2002 by Apple Associates, Inc. to be recorded in Essex South Registry of Deeds

Bayns Hill Road in its entirety, from Station 0+00 to 14+21.15 as shown on a plan entitled, "Definitive Plan Bayns Hill Subdivision in Boxford, Massachusetts", prepared for McKinnon Real Estate Trust, dated September 20, 1995 by Hancock Survey Associates, Inc.; and recorded in Essex South Registry of Deeds;

or take any other action thereon.

Sponsored by the Planning Board

A motion was made to accept the roads described in Article 23 of the warrant, **with the exception of Laurel Hollow Road**, as public ways, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift; said plans on file with the Town Clerk.

*Upon a motion made and duly seconded, it was **VOTED**, by a hand count of 61 in favor and 75 opposed, to accept the roads described in Article 23 of the warrant, **with the exception of Laurel Hollow Road**, as public ways, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift; said plans on file with the Town Clerk. **ARTICLE 23 WAS DEFEATED.***

AN AMENDMENT TO ARTICLE 23 was introduced as follows:

To reconsider and separate each road in Article 23.

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to reconsider and separate each road in Article 23.*

ARTICLE 23a. To see if the Town will vote to accept **Dole Hill Lane**, described below, as a public way, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift; said plans on file with the Town Clerk:

Dole Hill Lane in its entirety, from Station 0+00 to Station 17+65 as shown on a plan entitled, "Subdivision As Built, Dole Hill Acres, Dole Hill Lane", Boxford, MA, prepared for LBM Realty Trust, dated February 2, 1995, by Thomas E. Neve Associates and recorded in Essex South Registry of Deeds in Plan Book 256, Plan 85.

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to accept Dole Hill Lane, described below, as a public way, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift; said plans on file with the Town Clerk:*

***Dole Hill Lane** in its entirety, from Station 0+00 to Station 17+65 as shown on a plan entitled, "Subdivision As Built, Dole Hill Acres, Dole Hill Lane", Boxford, MA, prepared for LBM Realty Trust, dated February 2, 1995, by Thomas E. Neve Associates and recorded in Essex South Registry of Deeds in Plan Book 256, Plan 85.*

ARTICLE 23b. To see if the Town will vote to accept **Samuel Bixby Way**, described below, as a public way, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift; said plans on file with the Town Clerk:

Samuel Bixby Way in its entirety, from Station 0+00 to 9+40 as shown on a plan entitled, “As Build Plan of Samuel Bixby Way in Boxford, Massachusetts”, prepared for Boxford Development Corp., dated November 7, 2002 by Apple Associates, Inc. to be recorded in Essex South Registry of Deeds.

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to accept **Samuel Bixby Way**, described below, as a public way, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift; said plans on file with the Town Clerk:*

***Samuel Bixby Way** in its entirety, from Station 0+00 to 9+40 as shown on a plan entitled, “As Build Plan of Samuel Bixby Way in Boxford, Massachusetts”, prepared for Boxford Development Corp., dated November 7, 2002 by Apple Associates, Inc. to be recorded in Essex South Registry of Deeds.*

ARTICLE 23c. To see if the Town will vote to accept **Bayns Hill Road**, described below, as a public way, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift; said plans on file with the Town Clerk:

Bayns Hill Road in its entirety, from Station 0+00 to 14+21.15 as shown on a plan entitled, “Definitive Plan Bayns Hill Subdivision in Boxford, Massachusetts”, prepared for McKinnon Real Estate Trust, dated September 20, 1995 by Hancock Survey Associates, Inc.; and recorded in Essex South Registry of Deeds;

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to defeat Article 23c.*

ARTICLE 24. To see if the Town will vote to **re-zone two 2 acre parcels of land on Samuel Bixby Way** from Residential – Agricultural to Open Space District. The parcels are identified as lots 28.1 and 28.2 on page 28, Block 2 of the Town of Boxford Tax Map and are shown on a plan entitled “DEFINITIVE SUBDIVISION PLAN OF SAMUEL BIXBY WAY, BOXFORD, MASSACHUSETTS”, prepared for Boxford Development Corp., dated September 23, 1999 by Apple Associates, Inc., and approved by the Boxford Planning Board, October 6, 1999. A detailed plan of the property is on file in the Office of the Town Clerk and is available for inspection by interested parties; or take any other action thereon.

Sponsored by the Planning Board

AN AMENDMENT TO ARTICLE 24 to pass over this Article.

*Upon a motion made and duly seconded, it was **VOTED**, by majority voice vote, to pass over this Article.*

At this time, Moderator Jerry Johnston stepped down and Mr. DeWitt Minich acted as Moderator for the remainder of the Town Meeting.

ARTICLE 25. To see if the Town will vote to amend the **Phased Growth** portion of the Zoning Bylaws as published in the Code of the Town of Boxford Chapter 196 § 196-32B to read as follows:

B. Applicability. This section shall apply to every new residential development **except housing for the elderly, as defined in Section 196-35, within an Elderly Housing District.** “Development” shall mean a single parcel or set of contiguous parcels of land held in common ownership, regardless of form, at any time on or after the effective date of this section for which one or more building permits will be sought; or take any other action thereon.

Sponsored by the Planning Board

*Upon a motion made and duly seconded, it was **VOTED**, by more than a 2/3 vote, to amend the Phased Growth portion of the Zoning Bylaws as published in the Code of the Town of Boxford Chapter 196 § 196-32B to read as follows:*

B. Applicability. This section shall apply to every new residential development except housing for the elderly, as defined in Section 196-35, within an Elderly Housing District. “Development” shall mean a single parcel or set of contiguous parcels of land held in common ownership, regardless of form, at any time on or after the effective date of this section for which one or more building permits will be sought.

ARTICLE 26. To see if the Town will vote to revise the **definition of Housing For the Elderly** contained in the Zoning Bylaws as published in the Code of the Town of Boxford Chapter 196 § Section 196-35 to read as follows:

HOUSING FOR THE ELDERLY – Multifamily ~~dwellings~~ **buildings** which contain no less than four nor more than ten **(except one building may contain up to twenty)** independent units consisting of a room or suite of rooms, its own bath and toilet facilities and its own kitchen facility. In one building, a unit may be included for occupancy by the manager of the project and his/her immediate family, one room of which may be used as an office, and except for the unit to be occupied and used as aforesaid by the manager, no unit in any building shall be occupied unless at least one of the tenants is a person who is ~~60~~ **55** years of age or over; or take any other action thereon.

Sponsored by the Planning Board

*Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to pass over this Article.*


ARTICLE 27. To transact any other business that may legally come before said meeting.

Upon a motion made and duly seconded, it was **VOTED**, by unanimous voice vote, to dissolve the Annual Town Meeting and adjourn at 11:55 P.M.

Registered voters attending the meeting were **335**. Town Clerk Patricia Shields appointed counters and checkers for the meeting.

A true record.

ATTEST:



Patricia Shields
Town Clerk

RAISE AND APPROPRIATE:

Article 5 Town Budget FY 2004 \$ 22,331,035

TOTAL TO BE RAISED AND APPROPRIATED \$ 22,331,035

APPROPRIATION:

Article 17 Community Preservation Revenues FY 2004 \$ 8,500

Article 6 Masconomet Funding Proposition 2 ½ \$ 595,000

TOTAL TO BE APPROPRIATED \$ 603,500

TRANSFER:

Article 5 (from Receipts Reserved for Appropriation –
Septic Loan Program) \$ 21,997

Article 7 (from Free Cash to appropriate listed departments) 311,500

Article 9 (from Free Cash to partially fund the fiscal year 2003
shortfall in snow and ice expenses) 85,000

Article 10 (from Free Cash to Boxford Cultural Center) 3,000

Article 11 (from Free Cash to HAWC) 2,000

Article 12 (from Free Cash to Tri-Town Council) 25,140

Article 13 (from Free Cash to The Reserve Fund) 175,000

Article 14 (from Free Cash to replenish the
Town Unemployment Fund) 50,000

Article 15 (from Free Cash to the Boxford Cable Committee) 9,000

TOTAL TO BE TRANSFERRED \$ 682,637

BORROW:

Article 15 Reconstruction of Spofford Road 400,000

TOTAL TO BE BORROWED \$ 400,000

ANNUAL TOWN ELECTION RESULTS
MAY 20, 2003

OFFICE/CANDIDATE	PCT 1	PCT 2	PCT3	TOTAL
SELECTMEN TWO FOR 3YRS				
BLANKS	119	130	122	371
CHARLES J. COSTELLO (Candidate for Re-election)	234	301	320	855
JOSEPH M. CALLAHAN	223	270	282	775
ANDREW ULMAN	56	90	102	248
WRITE-INS	0	3	2	5
TOTAL VOTES	632	794	828	2254
MODERATOR ONE FOR 1YR				
BLANKS	61	101	78	240
GERALD R. JOHNSTON (Candidate for Re-election)	254	296	334	884
WRITE-INS	1	0	2	3
TOTAL VOTES	316	397	414	1127
ASSESSOR ONE FOR 3YRS				
BLANKS	267	348	349	964
WRITE-INS	49	49	61	159
KENNETH KAUFMAN (Candidate for Re-election)	0	0	4	4
TOTAL VOTES	316	397	414	1127
BD COMMISSIONERS TRUST FUNDS ONE FOR 3YRS				
BLANKS	92	142	123	357
SAMUEL N. SHIELDS (Candidate for Re-election)	223	255	290	768
WRITE-INS	1	0	1	2
TOTAL VOTES	316	397	414	1127
MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE				
TWO FOR 3YRS				
BLANKS	125	174	171	470
BARRY DENOFRIO (Candidate for Re-election)	193	221	236	650
MARCI L. MILLER	193	201	248	642
PRESTON G. GALARNEAU, JR.	116	195	172	483
WRITE-INS	5	3	1	9
TOTAL VOTES	632	794	828	2254
SCHOOL COMMITTEE TWO FOR 3YRS				
BLANKS	195	299	255	749
JOHN ADAMS (Candidate for Re-election)	219	240	289	748
ELIZABETH "BETSY" LEARY	217	251	283	751
WRITE-INS	1	4	1	6
TOTAL VOTES	632	794	828	2254
BOARD OF HEALTH TWO FOR 3YRS				
BLANKS	196	289	262	747
MARK MITSCH (Candidate for Re-Election)	222	254	290	766
DAVID PHOENIX	212	251	276	739
WRITE-INS	2	0	0	2
TOTAL VOTES	632	794	828	2254

ANNUAL TOWN ELECTION RESULTS
MAY 20, 2003 (Continued)

	PCT 1	PCT 2	PCT3	TOTAL
PLANNING BOARD ONE FOR 3YRS				
BLANKS	266	348	355	969
WRITE-INS	34	33	48	115
ROBERT STEVENS (won by write in votes)	16	16	11	43
TOTAL VOTES	316	397	414	1127

TRUSTEES BOXFORD TOWN LIBRARIES				
BLANKS	324	460	409	1193
CHARLES D. BOUTHOT	203	236	284	723
SUSAN E. DALEY	212	241	281	734
LINDA M. GREENSTEIN	208	254	266	728
WRITE-INS	1	0	2	3
TOTAL VOTES	948	1191	1242	3381

CONSTABLE EAST PARISH ONE FOR 1YR				
BLANKS	98	130	104	332
ROBERT L. MACKAY (Candidate for Re-Election)	218	26	310	794
WRITE-INS	0	1	0	1
TOTAL VOTES	316	397	414	1127

CONSTABLE WEST PARISH ONE FOR 1YR				
BLANKS	85	105	104	294
DAVID SMALLMAN (Candidate for Re-Election)	231	292	310	833
WRITE-INS	0	0	0	0
TOTAL VOTES	316	397	414	1127

QUESTION #1

Shall the Town of Boxford be allowed to assess an additional \$595,000 to additionally fund the fiscal year 2004 Masconomet Regional School District Assessment, thereby completing the funding required to meet the total assessment and approve the district certified budget, for the fiscal year beginning July first, two thousand three?

BLANKS	4	6	7	17
YES	231	239	263	733
NO	81	152	144	377
TOTAL VOTES	316	397	414	1127

QUESTION #2

Shall the Town of Boxford vote to have its elected Board of Assessors become an appointed Board of Assessors of the Town?

BLANKS	22	25	28	75
YES	136	144	175	455
NO	158	228	211	597
TOTAL VOTES	316	397	414	1127

TOWN OF BOXFORD STATISTIC REPORT

DOG LICENSES.....	\$13,790.00
KENNELS	\$ 1,000.00
TOTAL	\$16,791.00



PERMITS 2003

ACCESSORY APARTMENTS	24
RAFFLES	1



VITAL STATISTICS FOR 2003

TOTAL CHILD BIRTHS	63
Females	28
Males	35



DEATHS	29
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MARRIAGES	16
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STATE HUNTING/FISHING LICENSE REPORT

	TOTALS	COUNT	FEES
RESIDENT FISHING	\$22.50	26	\$ 585.00
RESIDENT FISHING MINOR	\$11.25	2	22.50
RESIDENT FISHING HANDICAPPED	\$0.00	5	Free
NON-RESIDENT FISHING 3-DAY	\$18.50	1	18.50
NON-RESIDENT FISHING	\$32.50	1	32.50
RESIDENT CITIZEN HUNTING	\$22.50	14	315.00
RESIDENT SPORTING	\$40.00	15	600.00
RESIDENT CITIZEN SPORTING. OVER 70	\$0.00	10	Free
RESIDENT MINOR HUNTING (AGE 15-17)	\$ 6.50	1	6.50
ARCHERY STAMP	\$5.10	12	61.20
WATER FOWL STAMP	\$5.00	5	30.00
PRIMITIVE FIREARMS STAMP	\$5.10	10	51.00
WILD CONSER. STAMP (RESIDENT)	\$5.00	60	300.00
 TOTAL			 \$2,022.20
 TOWN FEES			 \$35.95
 TOTAL			 \$1,986.25





FINANCE

Accountant's Independent Auditor's Report Combined Financial Statements And Additional Financial Information

Finance Committee

Board of Assessors

Treasurer/Collector of Taxes

Department of Municipal Finance

Commissioners of Trust Funds

Perley-Parkhurst-Cole Memorial Trust Fund

Guidelines for Perley-Parkhurst-Cole Application

Capital Budgeting Committee

**ACCOUNTANT'S
INDEPENDENT AUDITORS' REPORT**

**Annual Financial Statements
For the Year Ended June 30, 2003**

To the Board of Selectmen
Town of Boxford, Massachusetts

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts, as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Boxford's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, as of June 30, 2003, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 20, the Town has implemented several new *Governmental Accounting Standards Board Statements*, which has resulted in the restatement of beginning fund equity balances of several funds, and has established net assets for governmental type activities.

The management's discussion and analysis, appearing on the following pages, is not a required part of the basic financial statements but is supplementary information required by the *Governmental Accounting Standards Board*. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Andover, Massachusetts
September 17, 2003

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Boxford, we offer readers this narrative overview and analysis of the financial activities of the Town of Boxford for the fiscal year ended June 30, 2003.

A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Town of Boxford's basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The statement of net assets presents information on all assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The governmental activities include general government, public safety, highways and streets, sanitation, economic development, and culture and recreation.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

Notes to the financial statements. The notes provide additional information that are essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information, which is required to be disclosed by the *Governmental Accounting Standards Board*.

B. FINANCIAL HIGHLIGHTS

- As of the close of the current fiscal year, the total of assets exceeded liabilities by \$ 17,280,436 (i.e., net assets), an increase of \$ 2,052,641 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$ 8,438,359, an increase of \$ 954,142 in comparison with the prior year.
- At the end of the current fiscal year, unreserved fund balance for the general fund was \$ 1,558,004, a decrease of \$ (691,131) in comparison with the prior year.
- Total long-term debt (i.e., bonds payable) at the close of the current fiscal year was \$ 9,972,456, a decrease of \$ (882,348) in comparison to the prior year.

C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current fiscal year. Because fiscal year 2003 was the first year of GASB 34 implementation, prior year comparative data was not available for presentation. Comparative information will be provided in future years.

	Governmental Activities
Current and other assets	\$ 9,484,910
Capital assets, net	<u>28,025,341</u>
Total assets	37,510,251
Long-term liabilities outstanding	11,524,050
Other liabilities	<u>8,705,765</u>
Total liabilities	20,229,815
Net assets:	
Invested in capital assets, net	13,347,757
Restricted	533,886
Unrestricted	<u>3,398,793</u>
Total net assets	\$ <u>17,280,436</u>

CHANGES IN NET ASSETS

	Governmental Activities
Revenues:	
Program revenues:	
Charges for services	\$ 1,277,046
Operating grants and contributions	2,663,615
Capital grants and contributions	598,372
General revenues:	
Property taxes	16,236,179
Excises	1,319,003
Penalties and interest on taxes	57,177
Grants and contributions not restricted to specific programs	1,889,936
Investment income	193,716
Other	<u>4,144</u>
Total revenues	24,239,188

	Governmental Activities
Expenses:	
General government	1,252,315
Public safety	2,038,639
Education	14,189,794
Public works	1,911,513
Human services	242,539
Culture and recreation	319,882
Insurance and benefits	1,574,396
Interest on long-term debt	615,931
Intergovernmental	<u>41,538</u>
Total expenses	<u>22,186,547</u>
Change in net assets	2,052,641
Net assets – beginning of year	<u>15,227,795</u>
Net assets – end of year	<u>\$ 17,280,436</u>

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net assets were \$ 17,280,436, an increase of \$ 2,052,641 from the prior year.

By far the largest portion of net assets \$ 13,347,757 (77 percent) reflects our investment in capital assets (e.g., land, buildings, machinery and equipment), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net assets \$ 533,886 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$ 3,398,793 may be used to meet the government's ongoing obligations to citizens and creditors.

Governmental activities. Governmental activities for the year resulted in an increase in net assets of \$ 2,052,641. Key elements of this increase are as follows:

Excess of tax collections over budget	\$ 206,264
Net revenue surplus	284,006
Use of free cash to fund a reserve fund	(175,000)
Use of free cash for asbestos remediation at the New Town Hall construction site	(375,000)

Use of free cash for other specific purposes	(953,930)
Excess of current year encumbered appropriations to be spent in subsequent year, over prior year encumbrances	316,130
Excess of revenues and other sources over expenditures and other uses, Community Preservation Fund	733,382
Special revenue, capital project fund and trust fund expenditures exceeding revenues (accrual basis)	1,412,990
Excess of bond maturities over current year depreciation	551,593
Other	<u>52,206</u>
Total	\$ <u>2,052,641</u>

D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$ 8,438,359, an increase of \$ 954,142 in comparison with the prior year. Most of this increase was attributable to the following:

Excess of tax collections over budget	\$ 206,264
Net revenue surplus	284,006
Use of free cash to fund a reserve fund	(175,000)
Use of free cash for asbestos remediation at the new Town Hall construction site	(375,000)
Use of free cash for other specific purposes	(953,930)
Excess of current year encumbered appropriations to be spent in subsequent year, over prior year encumbrances	316,130
Excess of revenues and other sources over expenditures and other uses, Community Preservation Fund	733,382
Special revenue, capital project fund and trust fund Expenditures exceeding revenues (modified accrual basis)	1,072,917
Other	<u>(154,627)</u>
Total	\$ <u>954,142</u>

The general fund is the chief operating fund. At the end of the current fiscal year, unreserved fund balance of the general fund was \$ 1,558,004, while total fund balance was \$ 3,560,629. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. Unreserved fund balance

represents 7 percent of total general fund expenditures, while total fund balance represents 16 percent of that same amount.

The fund balance of the general fund decreased by \$ (852,157) during the current fiscal year. Key factors in this change are as follows:

Excess of tax collections over budget	\$ 206,264
Net revenue surplus	284,006
Use of free cash to fund a reserve fund	(175,000)
Use of free cash for asbestos remediation at the new Town Hall construction site	(375,000)
Use of free cash for other specific purposes	(953,930)
Excess of current year encumbered appropriations to be spent in subsequent year, over prior year encumbrances	316,130
Other	<u>(154,627)</u>
Total	\$ <u>(852,157)</u>

E. GENERAL FUND BUDGETARY HIGHLIGHTS

Differences between the original budget and the final amended budget resulted in no overall increase or decrease in fiscal 2003 appropriations, however, the final budget reflected various reserve fund transfers that were authorized by the Finance Committee.

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets at year-end amounted to \$ 28,025,341 (net of accumulated depreciation), an increase of \$ 8,093,504 from the prior year. This investment in capital assets includes land, buildings and improvements, and machinery and equipment.

Major capital asset events during the current fiscal year included the following:

- Approximately \$4.5 million dollars expended for the acquisition of several parcels of land known as the Sawyer/Richardson property, for conservation purposes.
- Approximately \$3.1 million dollars expended for ongoing construction of the new Town Hall.

Long-term debt. At the end of the current fiscal year, total bonded debt outstanding was \$ 9,972,456, all of which was backed by the full faith and credit of the government.

Additional information on capital assets and long-term debt can be found in the footnotes to the financial statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town of Boxford's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the office of the Boxford Town Accountant.

TOWN OF BOXFORD, MASSACHUSETTS

STATEMENT OF NET ASSETS

JUNE 30, 2003

	Governmental <u>Activities</u>
ASSETS	
Current:	
Cash and cash equivalents	\$ 9,000,708
Investments	47,275
Receivables, net of allowance for uncollectibles:	
Taxes	144,830
Excises	111,004
Betterments	10,885
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Betterments	170,208
Capital assets, net of accumulated depreciation	<u>28,025,341</u>
TOTAL ASSETS	37,510,251
LIABILITIES	
Current:	
Warrants payable	461,342
Accrued liabilities	215,005
Deferred revenues	170,208
Anticipation notes payable	7,810,000
Other current liabilities	49,210
Current portion of long-term liabilities:	
Bonds payable	673,571
Other liabilities	70,790
Noncurrent:	
Bonds payable, net of current portion	9,298,885
Other liabilities, net of current portion	<u>1,480,804</u>
TOTAL LIABILITIES	20,229,815
NET ASSETS	
Invested in capital assets, net of related debt	13,347,757
Restricted for:	
State and federal grants	327,270
Permanent funds:	
Expendable	12,590
Nonexpendable	14,026
Other purposes	180,000
Unrestricted	<u>3,398,793</u>
TOTAL NET ASSETS	\$ <u>17,280,436</u>

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2003

	Expenses	Charges for Services	Program Revenues Operating Grants and Contributions	Capital Grants and Contributions	Net (Expenses) Revenues and Changes in Net Assets
Governmental Activities:					
General government	\$ 1,252,315	\$ 142,163	\$ 18,536	\$ -	\$ (1,091,616)
Public safety	2,038,639	227,216	92,818	-	(1,718,605)
Education	14,189,794	540,474	2,509,898	381,503	(10,757,919)
Public works	1,911,513	230,873	495	216,869	(1,463,276)
Health and human services	242,539	132,852	16,709	-	(92,978)
Culture and recreation	319,882	3,468	25,159	-	(291,255)
Insurance and benefits	1,574,396	-	-	-	(1,574,396)
Interest expense	615,931	-	-	-	(615,931)
Intergovernmental	41,538	-	-	-	(41,538)
Total	\$ 22,186,547	\$ 1,277,046	\$ 2,663,615	\$ 598,372	(17,847,514)
		General Revenues:			
		Property taxes			16,236,179
		Excises			1,319,003
		Penalties, interest and other taxes			57,177
		Grants and contributions not restricted			1,889,936
		to specific programs			193,716
		Investment income			4,144
		Miscellaneous			
		Total general revenues			19,700,155
		Change in Net Assets			2,052,641
		Net Assets:			
		Beginning of year			15,227,795
		End of year			\$ 17,280,436

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2003

ASSETS

	General	Community Preservation Fund	Town Hall Planning and Construction	Acquire Sawyer/Richardson Land	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents	\$ 4,169,074	\$ 1,083,181	\$ 1,936,167	\$ 36,226	\$ 1,776,060	\$ 9,000,708
Investments	-	-	-	-	47,275	47,275
Receivables:						
Taxes	141,396	3,434	-	-	-	144,830
Excises	112,125	-	-	-	-	112,125
Bettements	10,885	-	-	-	-	10,885
TOTAL ASSETS	\$ 4,433,480	\$ 1,086,615	\$ 1,936,167	\$ 36,226	\$ 1,823,335	\$ 9,315,823
LIABILITIES AND FUND BALANCES						
Liabilities:						
Warrants payable	\$ 461,342	-	-	\$ -	\$ -	\$ 461,342
Accrued liabilities	176,452	-	-	-	-	176,452
Deferred revenues	187,026	3,434	-	-	-	190,460
Other liabilities	48,031	1,179	-	-	-	49,210
TOTAL LIABILITIES	872,851	4,613	-	-	-	877,464
Fund Balances:						
Reserved for:						
Encumbrances	1,341,985	-	-	-	-	1,341,985
Expenditures	660,640	180,000	-	-	-	840,640
Perpetual (nonexpendable) permanent funds	-	-	-	-	14,026	14,026
Unreserved:						
Undesignated, reported in:						
General fund	1,558,004	-	-	-	-	1,558,004
Special revenue funds	-	902,002	-	-	1,650,275	2,552,277
Capital project funds	-	-	1,936,167	36,226	146,444	2,118,837
Permanent funds	-	-	-	-	12,590	12,590
TOTAL FUND BALANCES	3,560,629	1,082,002	1,936,167	36,226	1,823,335	8,438,359
TOTAL LIABILITIES AND FUND BALANCES	\$ 4,433,480	\$ 1,086,615	\$ 1,936,167	\$ 36,226	\$ 1,823,335	\$ 9,315,823

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2003

	General	Community Preservation Fund	Town Hall Planning and Construction	Acquire Sawyer/Richardson Land	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:						
Taxes	\$ 16,143,840	\$ 375,208	\$ -	\$ -	\$ -	\$ 16,519,048
Excises	1,305,986	-	-	-	-	1,305,986
Interest and penalties	56,615	562	-	-	-	57,177
Licenses and permits	173,439	-	-	-	-	173,439
Intergovernmental	3,159,728	351,294	-	1,000,000	574,860	5,085,882
Charges for services	296,166	-	-	-	685,593	981,759
Interest earnings	178,080	12,715	-	-	15,658	206,453
Fines and forfeitures	82,264	-	-	-	-	82,264
Other	43,728	-	-	-	53,304	97,032
Total Revenues	21,439,846	739,779	-	1,000,000	1,329,415	24,509,040
Expenditures:						
Current:						
General government	1,930,313	6,397	2,429,884	4,423,358	60,786	8,850,738
Public safety	1,964,680	-	-	-	594,887	2,559,567
Education	13,308,113	-	-	-	743,869	14,051,982
Public works	1,536,347	-	-	-	428,821	1,965,168
Human services	211,257	-	-	-	31,413	242,670
Culture and recreation	355,344	-	-	-	39,182	394,526
Insurance and benefits	1,537,859	-	-	-	1,574,396	1,574,396
Debt service	1,684,313	-	-	-	36,537	1,684,313
Intergovernmental	41,538	-	-	-	-	41,538
Total Expenditures	22,569,764	6,397	2,429,884	4,423,358	1,935,495	31,364,898
Excess (deficiency) of revenues over expenditures	(1,129,918)	733,382	(2,429,884)	(3,423,358)	(606,080)	(6,855,858)
Other Financing Sources (Uses):						
Proceeds of bond anticipation notes	-	-	4,270,000	3,250,000	290,000	7,810,000
Operating transfers in	382,761	-	-	-	105,000	487,761
Operating transfers out	(105,000)	-	(15,889)	-	(366,872)	(487,761)
Total Other Financing Sources (Uses)	277,761	-	4,254,111	3,250,000	28,128	7,810,000
Excess (deficiency) of revenues and other sources over expenditures and other uses	(852,157)	733,382	1,824,227	(173,358)	(577,952)	954,142
Fund Equity, at Beginning of Year, as restated	4,412,786	348,620	111,940	209,594	2,401,287	7,484,217
Fund Equity, at End of Year	\$ 3,560,629	\$ 1,082,002	\$ 1,936,167	\$ 36,226	\$ 1,823,335	\$ 8,438,359

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND
BALANCES TO NET ASSETS OF GOVERNMENTAL
ACTIVITIES IN THE STATEMENT OF NET ASSETS**

June 30, 2003

Total governmental fund balances	\$ 8,438,359
<ul style="list-style-type: none">• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	28,025,341
<ul style="list-style-type: none">• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	189,339
<ul style="list-style-type: none">• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(38,553)
<ul style="list-style-type: none">• Long-term liabilities, including bonds and anticipation notes payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.	<u>(19,334,050)</u>
Net assets of governmental activities	\$ <u>17,280,436</u>

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2003

NET CHANGE IN FUND BALANCES – TOTAL GOVERNMENTAL FUNDS \$ 954,142

- Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

Capital outlay purchases	8,607,783
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Depreciation	(514,279)
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- Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate, personal property, motor vehicle excise, etc.) differs between the two statements.

- This amount represents the net change in deferred revenue. (269,852)

- The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets:

Issuance of debt	(7,810,000)
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Repayments of debt	1,065,872
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- In the statement of activities, interest is accrued on outstanding long-term debt,
- whereas in governmental funds interest is not reported until due. 2,510
- Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds. 16,465

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES \$ **2,052,641**

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2003

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original Budget	Final Budget		
Revenues and Other Sources:				
Taxes	\$ 15,937,576	\$ 15,937,576	\$ 15,937,576	\$ -
Excises	1,154,928	1,154,928	1,305,986	151,058
Interest and penalties	43,000	43,000	56,615	13,615
Charges for services	274,000	274,000	294,238	20,238
Intergovernmental	2,857,722	2,857,722	2,820,431	(37,291)
Licenses and permits	159,000	159,000	173,439	14,439
Fines and forfeitures	57,000	57,000	82,264	25,264
Interest earnings	114,000	114,000	178,080	64,080
Miscellaneous	-	-	43,728	43,728
Transfers in	393,886	393,886	382,761	(11,125)
Free cash	1,503,930	1,503,930	1,503,930	-
Total Revenues and Other Sources	22,495,042	22,495,042	22,779,048	284,006
Expenditures and Other Uses:				
General government	2,166,750	2,043,220	1,994,111	49,109
Public safety	1,977,976	2,014,203	2,001,413	12,790
Education	13,113,470	13,113,470	13,008,351	105,119
Public works	1,436,080	1,497,813	1,712,602	(214,789)
Human services	192,789	192,789	185,188	7,601
Culture and recreation	349,950	349,950	349,500	450
Debt service	1,599,760	1,599,760	1,588,635	11,125
Intergovernmental	40,978	40,978	41,538	(560)
Insurance and benefits	1,512,289	1,537,859	1,537,859	-
Transfers out	105,000	105,000	105,000	-
Total Expenditures and Other Uses	22,495,042	22,495,042	22,524,197	(29,155)
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 254,851	\$ 254,851

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2003

	Private Purpose Trust Funds	Agency Funds
<u>ASSETS</u>		
Cash and cash equivalents	\$ 38,979	\$ 185,839
Total Assets	38,979	185,839
<u>LIABILITIES AND NET ASSETS</u>		
Other liabilities	-	185,839
Total Liabilities	-	185,839
<u>NET ASSETS</u>		
Restricted for:		
Endowment	13,975	-
Unrestricted	25,004	-
Total net assets held in trust	\$ 38,979	\$ -

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS
FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2003

	Private Purpose <u>Trust Funds</u>
Additions:	
Interest earnings	\$ 1,036
Contributions	<u>20,137</u>
Total additions	<u>21,173</u>
Deductions:	
Education	20,675
Human services	<u>1,699</u>
Total deductions	<u>22,374</u>
Net increase (decrease)	(1,201)
Net assets:	
Beginning of year	<u>40,180</u>
End of year	<u><u>\$ 38,979</u></u>

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Notes to Financial Statements

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Boxford (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The government is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable. In fiscal year 2003, it was determined that no entities met the required GASB-14 criteria of component units.

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non fiduciary activities of the primary government. For the most part, the effect of inter fund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of inter fund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes and excises.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The government reports the following major governmental funds:

- The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *Community Preservation Fund* is used to account for revenues and expenditures related to the levy of a three percent property tax surcharge authorized by the Community Preservation Act, to fund land conservation acquisitions.

- The *Town Hall Planning and Construction Fund* is used to account for revenues and expenditures associated with the design and construction of the new Town Hall.
- The *Acquire Sawyer/Richardson Land Fund* is used to account for revenues and expenditures associated with the Town's purchase of specific parcels of conservation land.

The private-purpose trust fund is used to account for trust arrangements, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

D. Cash and Cash Equivalents

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the General Fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type is included under investment income.

E. Investments

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

Investments for the Trust Funds consist of marketable securities, bonds and short-term money market investments. Investments are carried at market value.

F. Property Tax Limitations

Legislation known as "Proposition 2 ½" limits the amount of revenue that can be derived from property taxes. The prior fiscal year's tax levy limit is used as a base and cannot increase by more than 2.5 percent (excluding new growth), unless an override or debt exemption is voted. The actual fiscal year 2003 tax levy reflected an excess capacity of \$ 211,283.

G. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$ 5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the primary government is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Building improvements	20
Vehicles	6
Office equipment	5
Computer equipment	5

H. Compensated Absences

It is the government's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vested sick and vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

I. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net assets.

J. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

K. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements, and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

L. Material Changes in Classifications

The accompanying financial statements reflect various changes in classification from the prior year. Specifically, the enterprise fund, which was used to account for the activity related to the sale of trash stickers, was closed on July 1, 2002. All activity associated with this fund is now reported in the Town's general fund.

2. Stewardship, Compliance and Accountability

A. Budgetary Information

At the annual town meeting, the Finance Committee presents an operating and capital budget for the proposed expenditures of the fiscal year commencing the following July 1. The budget, as enacted by town meeting, establishes the legal level of control and specifies that certain appropriations are to be funded by particular revenues. The original budget is amended during the fiscal year at special town meetings as required by changing conditions. In cases of extraordinary or unforeseen expenses, the Finance Committee is empowered to transfer funds from the Reserve Fund (a contingency appropriation) to a departmental appropriation. "Extraordinary" includes expenses, which are not in the usual line, or are great or exceptional. "Unforeseen" includes expenses which are not foreseen as of the time of the annual meeting when appropriations are voted.

Departments are limited to the line items as voted. Certain items may exceed the line item budget as approved if it is for an emergency and for the safety of the general public. These items are limited by the Massachusetts General Laws and must be raised in the next year's tax rate.

Formal budgetary integration is employed as a management control device during the year for the General Fund. Effective budgetary control is achieved for all other funds through provisions of the Massachusetts General Laws. At year end, appropriation balances lapse, except for certain unexpended capital items and encumbrances which will be honored during the subsequent year.

B. Budgetary Basis

The General Fund final appropriation appearing on the “Budget and Actual” page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

C. Budget/GAAP Reconciliation

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison with budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	Revenues and Other <u>Financing Sources</u>	Expenditures and Other <u>Financing Uses</u>
Revenues/Expenditures (GAAP basis)	\$ 21,439,846	\$ 22,569,764
Other financing sources/uses (GAAP basis)	<u>382,761</u>	<u>105,000</u>
Subtotal (GAAP Basis)	21,822,607	22,674,764
Adjust tax revenue to accrual basis	(206,264)	-
Reverse beginning of year appropriation carry forwards from expenditures	-	(1,025,855)
Add end of year appropriation Carry forwards to expenditures	-	1,341,985
To reverse the effect of non- budgeted State contributions for teachers retirement	(339,297)	(339,297)
To reverse the effect of non- budgeted closing activity for the enterprise fund	(1,928)	(31,722)
To reverse interest accruals	-	(95,678)
Recognize use of free cash as a funding source	<u>1,503,930</u>	<u>-</u>
Budgetary basis	\$ <u>22,779,048</u>	\$ <u>22,524,197</u>

D. Excess of Expenditures Over Appropriations

Expenditures exceeding appropriations during the current fiscal year were as follows:

Snow/Ice deficit

E. Deficit Fund Equity

The following funds had deficits as of June 30, 2003:

Pre-school revolving	(745)
Fire detail	(1,172)
Hwy Chap 90 Middleton Road	(27,220)
Hwy Chap 90 Road Maintenance	(55,609)

The deficits in these funds will be eliminated through future departmental revenues and transfers from other funds.

3. Cash and Cash Equivalents

The carrying amount of the Town's deposits with financial institutions at June 30, 2003 was \$ 9,225,526. The bank balances, which do not include reconciling items such as deposits in transit and outstanding checks, are categorized as follows:

	<u>Town Deposits</u> <u>June 30, 2003</u>
Amount insured by the FDIC and SIPC, or collateralized with securities held by the Town in its name	\$ 997,921
Uncollateralized	7,395,535
State investment pool	<u>1,044,616</u>
Total Bank Balance	\$ <u>9,438,072</u>

4. Investments

Investments are categorized into the following three categories of credit risk:

- (1) Insured or registered, or securities held by the Town or its agent in the Town's name.
- (2) Uninsured and unregistered, with securities held by the counter-party's trust department or agent in the Town's name.
- (3) Uninsured and unregistered, with securities held by the counter party, or by its trust department or agent but not in the Town's name.

At year-end, the government's investment balances were as follows:

Investments not subject to categorization:

Mutual funds \$ 47,275

Total Investments \$ 47,275

5. Taxes Receivable

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on a quarterly basis and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year they relate to.

Fourteen days after the due date for the final tax bill for real estate taxes, a demand notice may be sent to the delinquent taxpayer. Fourteen days after the demand notice has been sent, the tax collector may proceed to file a lien against the delinquent taxpayers' property. The Town has an ultimate right to foreclose on property for unpaid taxes. Personal property taxes cannot be secured through the lien process.

Taxes receivable at June 30, 2003 consist of the following:

Real Estate, Levy Year 2003	\$ 141,236
Personal Property, Levy Year 2003	<u>160</u>
Total	\$ <u>141,396</u>

6. Allowance for Doubtful Accounts

The receivables reported in the accompanying entity-wide financial statements reflect the following estimated allowances for doubtful accounts:

	<u>Governmental</u>
Excises	\$ 1,121

7. Capital Assets

Capital asset activity for the year ended June 30, 2003 was as follows (in thousands):

	Beginning <u>Balance</u>	<u>Increases</u>	<u>Decreases</u>	Ending <u>Balance</u>
Governmental Activities:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 13,578	\$ 353	\$ -	\$ 13,931
Machinery, equipment, and furnishings	<u>1,769</u>	<u>727</u>	<u>-</u>	<u>2,496</u>
Total capital assets, being depreciated	15,347	1,080	-	16,427
Less accumulated depreciation for:				
Buildings and improvements	(2,749)	(329)	-	(3,078)
Machinery, equipment, and furnishings	<u>(483)</u>	<u>(185)</u>	<u>-</u>	<u>(668)</u>
Total accumulated depreciation	<u>(3,232)</u>	<u>(514)</u>	<u>-</u>	<u>(3,746)</u>
Total capital assets being depreciated, net	12,115	566	-	12,681
Capital assets, not being depreciated:				
Land	7,492	4,423	-	11,915
Construction in progress	<u>324</u>	<u>3,156</u>	<u>(51)</u>	<u>3,429</u>
Total capital assets, not being depreciated	<u>7,816</u>	<u>7,579</u>	<u>(51)</u>	<u>15,344</u>
Governmental activities capital assets, net	\$ <u>19,931</u>	\$ <u>8,145</u>	\$ <u>(51)</u>	\$ <u>28,025</u>

Note: The Town has not yet capitalized infrastructure assets for governmental activities.

Depreciation expense was charged to functions of the Town as follows (in thousands):

Governmental Activities:	
General government	\$ 2
Public safety	171
Education	263
Public works	50
Culture and recreation	<u>28</u>
Total depreciation expense – governmental activities	\$ <u>514</u>

8. Warrants Payable

Warrants payable represent 2003 expenditures paid by July 15, 2003 as permitted by law.

9. Deferred Revenue

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

The balance of the General Fund deferred revenues account is equal to the total of all June 30, 2003 receivable balances, except real and personal property taxes that are accrued for subsequent 60 day collections.

10. Anticipation Notes Payable

The Town had the following notes outstanding at June 30, 2003:

	<u>Interest Rate</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Balance at June 30, 2003</u>
Bond anticipation	2.05%	07/03/02	07/03/03	\$ 995,000
Bond anticipation	1.38%	08/30/02	08/29/03	6,525,000
Bond anticipation	1.29%	06/10/03	08/29/03	<u>290,000</u>
Total				\$ <u>7,810,000</u>

The following summarizes activity in notes payable during fiscal year 2003:

<u>Balance Beginning of Year</u>	<u>New Issues</u>	<u>Maturities</u>	<u>Balance End of Year</u>
\$ <u>335,000</u>	\$ <u>7,810,000</u>	\$ <u>(335,000)</u>	\$ <u>7,810,000</u>

11. Long-Term Debt

A. General Obligation Bonds

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds currently outstanding are as follows:

<u>Government Activities</u>	<u>Serial Maturities Through</u>	<u>Interest Rate(s)% *</u>	<u>Amount Outstanding as of June 30, 2003</u>
Bonds payable – Inside the Debt Limit			
School bonds	06/15/16	*	\$ 3,760,000
Title V (MWPAT)	08/01/18	-	173,932
Land acquisition	06/15/17	*	1,650,000
Title V (MWPAT)	08/01/19	-	48,524
Police station	04/15/21	*	2,900,000

Bonds payable – Outside the Debt Limit

Landfill closure	06/15/17	*	810,000
Spofford Pond school	06/15/09	*	<u>630,000</u>
Total			\$ <u>9,972,456</u>

*Certain debt reflects variable interest rates ranging from 4.60% to 6.375%

B. Future Debt Service

The annual principal payments to retire all general obligation long-term debt outstanding as of June 30, 2003 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2004	\$ 673,571	\$ 485,708	\$ 1,159,279
2005	688,571	455,650	1,144,221
2006	693,571	424,638	1,118,209
2007	708,571	393,126	1,101,697
2008	708,572	360,483	1,069,055
2009 – 2013	3,352,786	1,305,055	4,657,841
2014 – 2018	2,647,810	446,270	3,094,080
2019 – 2023	<u>499,004</u>	<u>46,800</u>	<u>545,804</u>
Total	\$ <u>9,972,456</u>	\$ <u>3,917,730</u>	\$ <u>13,890,186</u>

The general fund has been designated as the sole source to repay the governmental-type general obligation long-term debt outstanding as of June 30, 2003.

C. Changes in General Long-Term Liabilities

During the year ended June 30, 2003, the following changes occurred in long-term liabilities (in thousands):

	<u>Total Balance 7/1/02</u>	<u>Additions</u>	<u>Reductions</u>	<u>Total Balance 6/30/03</u>	<u>Less Current Portion</u>	<u>Equals Long-Term Portion 6/30/03</u>
Governmental Activities						
Bonds payable	\$ 10,855	\$ -	\$ (883)	\$ 9,972	\$ (673)	\$ 9,299
Other:						
Landfill closure	1,481	-	(28)	1,453	(29)	1,424
Accrued employee benefits	<u>87</u>	<u>11</u>	<u>-</u>	<u>98</u>	<u>(42)</u>	<u>56</u>
Totals	\$ <u>12,423</u>	\$ <u>11</u>	\$ <u>(911)</u>	\$ <u>11,523</u>	\$ <u>(744)</u>	\$ <u>10,779</u>

12. Landfill Closure and Post-closure Care Costs

State and Federal laws and regulations require the Town to place a final cover on its landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site for thirty years after closure. Although closure and post-closure care costs will be paid only near or after the date that the landfill stops accepting waste, the Town reports a portion of these closure and post-closure care costs as a liability in the financial statements in each period based on landfill capacity used as of each balance sheet date. In 1999, the Town authorized borrowing \$ 1,050,000 to fund the expected costs of closure and monitoring.

13. Restricted Net Assets

The accompanying entity-wide financial statements report restricted net assets when external constraints from grantors or contributors are placed on net assets.

Permanent fund restricted net assets are segregated between nonexpendable and expendable. The nonexpendable portion represents the original restricted principal contribution, and the expendable represents accumulated earnings which are available to be spent based on donor restrictions.

14. Reserves of Fund Equity

“Reserves” of fund equity are established to segregate fund balances which are either not available for expenditure in the future or are legally set aside for a specific future use.

The following types of reserves are reported at June 30, 2003:

Reserved for Encumbrances – An account used to segregate that portion of fund balance committed for expenditure of financial resources upon vendor performance.

Reserved for Expenditures – Represents the amount of fund balance appropriated to be used for expenditures in the subsequent year budget.

Reserved for Perpetual Funds – Represents the principal of the nonexpendable trust fund investments. The balance cannot be spent for any purpose; however, it may be invested and the earnings may be spent.

15. Subsequent Events

Debt

Subsequent to June 30, 2003, the Town has incurred the following additional debt:

	<u>Amount</u>	<u>Interest Rate</u>	<u>Issue Date</u>	<u>Maturity Date</u>
Bond anticipation note	\$ 995,000	1.34%	07/03/03	08/29/03
Bond anticipation note	300,000	1.35%	08/29/03	07/29/04
General obligation bond	7,825,000	3.80%	08/15/03	08/15/22

16. Commitments and Contingencies

Outstanding Lawsuits – There are several pending lawsuits in which the Town is involved. The Town’s management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants – Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

17. Post-Retirement Health Care and Life Insurance Benefits

The Town has accepted Chapter 32B of Massachusetts General Laws to provide for health care and life insurance benefits to retirees, their dependents, or their survivors. These benefits are provided through the Town’s group plans. The cost of these benefits are included in the total cost of benefits for both active and retired employees. The number of participants currently eligible to receive benefits, and cost of benefits for retirees, their dependents, or their survivors for the year ended June 30, 2003 was not available.

18. Pension Plan

The Town follows the provisions of GASB Statement No. 27, *Accounting for Pensions for State and Local Government Employees*, with respect to the employees’ retirement funds.

A. Plan Description

The Town contributes to the Essex County Retirement System (the “System”), a cost-sharing multiple-employer, defined benefit pension plan administered by a county retirement board. The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the Massachusetts General Laws assigns the System the authority to establish and amend benefit provisions of the plan, and grant cost-of-living increases, to the State legislature. The System issues a publicly available financial report which can be obtained through the Essex Regional Retirement Board, 491 Maple Street, Building 200, Suite 202, Danvers, Massachusetts 01923.

B. Funding Policy

Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the remaining system-wide actuarially determined contribution plus administration costs which are apportioned among the employers based on active covered payroll. The contributions of plan members and the Town are governed by Chapter 32 of the Massachusetts General Laws. The Town's contributions to the System for the years ended June 30, 2003, 2002 and 2001 were \$ 453,698, \$ 438,322 and \$ 395,469, respectively, which were equal to its annual required contributions for each of these years.

C. Teachers

As required by State statutes, teachers of the Town are covered by the Massachusetts Teachers Retirement System (MTRS). The MTRS is funded by contributions from covered employees and the Commonwealth of Massachusetts. The Town is not required to contribute.

All persons employed on at least a half-time basis, who are covered under a contractual agreement requiring certification by the Board of Education are eligible, and must participate in the MTRS.

Based on the Commonwealth of Massachusetts' retirement laws, employees covered by the pension plan must contribute a percentage of gross earnings into the pension fund. The percentage is determined by the participants date of entry into the system and gross earnings, up to \$ 30,000, as follows:

Before January 1, 1975	5%
January 1, 1975 – December 31, 1983	7%
January 1, 1984 – June 30, 1996	8%
Beginning July 1, 1996	9%

Effective January 1, 1990, all participants hired after January 1, 1979, must pay an additional 2% of salary in excess of \$ 30,000. The Town's current year covered payroll for teachers for the year ended June 30, 2003 was not available.

In fiscal year 2003, the Commonwealth of Massachusetts contributed \$ 339,297 to the MTRS on behalf of the Town. This is included in the education expenditures and intergovernmental revenues in the general fund.

19. Risk Management

The government is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.

Implementation of New GASB Pronouncements

During fiscal year 2003, the following GASB pronouncements were implemented:

- Statement #34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*.
- Statement #37, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments; Omnibus*.
- Statement #38, *Certain Financial Statement Note Disclosures*.

The pronouncements identified above are all related to the new financial reporting requirements as defined in Statement #34. Fiscal year 2003 is the required implementation date. The most significant changes required by the new financial reporting standards are as follows:

- Management’s discussion and analysis.
- Basic financial statements, which include:
 - Government-wide financial statements, prepared using the economic resources measurement focus and the accrual basis of accounting.
 - Fund financial statements, consisting of a series of statements that focus on major governmental and fiduciary funds.
 - Schedules to reconcile the fund financial statements to the government-wide financial statements.
 - Notes to the basic financial statements.

As a result of implementing these pronouncements, the following restatements have been made to the beginning fund balances:

<u>Fund</u>	Fund Balance June 30, 2002			<u>(As restated)</u>
	<u>(As previously June 30, 2002 reported)</u>	<u>Reclassification</u>	<u>Other</u>	
General Fund	\$ 4,382,992	\$ 29,794	\$ -	\$ 4,412,786
Special Revenue Fund	1,255,660	(1,255,938)	278	-
Capital Project Fund	1,108,055	(1,108,055)	-	-
Trust Fund	747,618	(747,618)	-	-
Enterprise Fund	29,794	(29,794)	-	-
Private Purpose Trust	-	40,180	-	40,180
Community Preservation	-	348,620	-	348,620
Town Hall Planning and Construction	-	111,940	-	111,940
Acquire Sawyer/Richardson Land	-	209,584	-	209,584
Non major Governmental	-	<u>2,401,287</u>	<u>-</u>	<u>2,401,287</u>
Total	\$ <u>7,524,119</u>	\$ <u>-</u>	\$ <u>278</u>	\$ <u>7,524,397</u>

Melanson Heath & Company, PC

Certified Public Accountants
Corporate Place 93 – Suite 125
100 Burt Road
Andover, MA 01810



FINANCE COMMITTEE

For most of 2003 (FY2004), the Finance Committee membership remained unchanged. However, Joseph Callahan was elected to the Board of Selectmen in May 2003 and correspondingly resigned his position on the Committee. Fortunately, Timothy Feeney filled the vacant seat shortly thereafter in the fall of 2003. Mr. Feeney's extensive professional experience in the financial arena is welcomed and serves the Committee well. Another significant change for the Committee was the departure of the Director of Finance in January 2003. Her excellent support was missed during the budget season, however, thanks to the herculean efforts of the Town Administrator, the Committee members themselves and all of the town departments, the budget process was cooperative and ultimately, successful. Kim Holliday continued as the Committee chair throughout 2003. Jim Shanahan continued to serve as vice-chair.

The Committee's primary goal for 2003 (FY2004) remained unchanged from that of prior years. That is, the Committee worked to balance the services provided by the Town with the Town's overall financial health and affordability. In developing the budget for 2004, the most challenging issue the Committee faced was the expected decrease (20%) in state aid to local communities. This decrease translated into a loss of revenue to the Town of \$530,770. The Town also faced significant increases in fixed costs, such as health insurance. By using the Town's financial policies and goals as guides, requesting that all non-school departments present 98% budgets, making additional cuts when necessary, increasing local fees and recommending personnel reorganizations of several departments, the finance committee ultimately presented a budget to the Town that reflected an overall 1 % decrease. The elementary school budget remained virtually flat, however, Masconomet's budget reflected an overall increase of approximately one million dollars. Correspondingly, a portion of Masconomet's assessment (\$595,000) to the town was placed on a Proposition 2 1/2 override. This was successfully passed.

Going forward, the reduction of revenue, both from the state and from the recession-related drop-off in our own local growth, continues to present the greatest financial challenge to the Town. This is especially true in the educational arena where escalating costs associated with salaries, health insurance, and building operations are significantly outpacing the Town's growth. The Finance Committee will continue to pursue our goal of providing the Town with a responsible level of services, preserving the Town assets and maintaining a reasonable tax burden.

John Powell, Chair
Preston Galarneau, Vice-Chair
Robert Conroy
Peter Bernardin
James Shanahan
Kim Holliday
Timothy Feeney



BOARD OF ASSESSORS

The total property valuation of \$1,413,148,079 includes \$20,760,593 in new growth this past fiscal year, which is a reduction of \$4,471,659 from the prior year. The tax rate was set at \$12.27 per thousand of assessed value, an increase of six percent over last year. After the review of home sales that occurred during 2002, the board determined that assessments will remain the same as Fiscal Year 2003, provided that no improvements have been made to properties. The average residential property assessment will again remain at \$510,000.

New home construction is a major contributor to new growth. However, the number of new home permits has declined over the past few years: 2000 – 38 permits; 2001 – 19 permits; 2002 – 15 permits and 2003 – 12 permits, which represents the nearly \$4.5 million reduction in growth from FY03.

Following previous years action, the selectmen voted a multiplier of 1 for all commercial and industrial properties, meaning their tax rate stays the same as residential.

The assessors recognize that following state revaluation regulations creates a hardship for many residents, particularly the senior population. The assessors are working with the Council on Aging to ensure that all seniors are familiar with the tax lowering programs that are available to them.

Of the 2995 real and personal property tax bills that were issued, 74 resulted in abatement filings. The percentage of abatement filings was 2%. The board granted 67 personal exemptions totaling \$58,779 to qualified homeowners based on age, financial condition, blindness or veteran's service connected disability. The board also granted 52 Community Preservation Surcharge abatements due to age and financial status, which totaled \$5,206.92. An additional amount of \$4,898.15 was abated due to any other abatements or exemptions granted to real estate tax.

Auto excise taxes bring in about \$1,000,000 in income to the town, from over 7000 vehicles, but impose a considerable workload of corrections, transfers, vehicle sales, address changes and delinquencies. Vehicle owners should be aware that in order to receive an abatement, the vehicle must be disposed of (i.e. Sold, traded, junked, etc.) as well as the plates being cancelled or transferred to another vehicle.

The board welcomed Kenneth Kaufman, who was elected in May 2003. He has been a tremendous addition to the board. The board members and office staff appreciate the help and support from other town offices and all the townspeople.

David F. Benson, Chairman
Kenneth Kaufman
Deborah Nippes-Mena

DEPARTMENT OF MUNICIPAL FINANCE

In February of 2003, Gail LaPointe announced her resignation as the town's Director of Municipal Finance primarily for personal reasons. Gail's contributions during her two years of service to the town were many and we wish her well in her new endeavors. The position remained vacant through the end of the fiscal year.

In late August, Alan Benson, Bill O'Brien, and Ellen Guerin met with representatives from the Board of Selectmen and Finance Committee to evaluate the position of Director of Municipal Finance in the context of the long term organizational structure of the Town. After careful consideration, in late October, a search began for a replacement to fill the position.

The search selection committee identified four possible candidates; the Board of Selectmen interviewed two. The Board made the decision to take a non-traditional route and offer the position to someone with only private sector financial management experience. A Boxford resident, John O'Brien was appointed to the position in late November.

His initiation to the job has involved early immersion in the FY' 05 budget process with department heads, the Finance Committee and Capital Budgeting Committee; preparation for the move to the new Town Hall; and familiarization with the accounting, treasury, tax, and assessing functions of the Town.

During FY '03, the Town adopted and implemented a new financial reporting requirement for state and local governments that is the most significant change in the history of public-sector accounting. GASB (Government Accounting Standards Board) developed the new requirements to make annual reports of governmental units more comprehensive and easier to understand by requiring the presentation of financial statements to be comparable to those of publicly held entities.

The new requirements include a narrative introductory overview and analysis called the Management Discussion and Analysis (MD&A); Government-wide financial statements prepared on the full accrual basis that are in addition to, not instead of, the traditional Fund-Based statements; and an expanded Budget Comparison that includes the adopted budget, final budget, and actual revenues and expenditures. The Statement of Net Assets must now include the net value of capital assets.

Both the Accounting and Treasury departments were instrumental in working with the Town's auditing firm to insure compliance with this mandate.

John P. O'Brien
Director of Municipal Finance

**OFFICE OF THE TREASURER/COLLECTOR OF TAXES
REPORT OF CASH, INTEREST INCOME AND DEBT
FISCAL YEAR 2003, ENDED JUNE 30, 2003**

1. Cash Balances in the custody of the Treasurer as of June 30, 2003 were as follows:

General Fund Cash:	\$4,332,328.44
General Fund (Town Hall Bonds):	1,955,694.60
General Fund (Police Station Bonds):	446,335.87
Trust, Gift & Restricted Funds:	990,996.08
Community Preservation Fund:	<u>1,083,180.93</u>

TOTAL ALL FUNDS: **\$8,808,535.92**

2. Investment Income earned during the year ended June 30, 2003 was as follows:

General Fund Cash:	\$ 103,539.13
General Fund (Town Hall Bonds):	66,641.22
General Fund (Police Station Bonds):	7,925.04
Trust, Gift & Restricted Funds	25,292.44
Community Preservation Fund:	<u>12,714.55</u>

TOTAL EARNINGS ON FUNDS: **\$ 216,112.38**

3. Outstanding debts as of June 30, 2003 were as follows:

<u>Purpose</u>	<u>Rate</u>	<u>Principal Due</u>	<u>Year Callable</u>
<u>Long Term:</u> (bonds)			
School Construction '96	*	\$ 3,760,000	2007
Municipal Purpose Loan '99 (1)	**	3,090,000	2010
Police Station Construction Loan	***	2,900,000	2011
Comm. of MA Title V Septic Repair Loan	0%	223,678	
<u>Short Term:</u> (bond anticipation notes)			<u>Maturity Date</u>
Town Hall Construction	2.05%	995,000	07/03/03
Town Hall Construction & Land Acquisition	1.38%	6,525,000	08/29/03
Fire Truck	1.29%	<u>290,000</u>	08/29/03

TOTAL ALL OUTSTANDING DEBT: **\$17,783,678**

- (1) Loan purposes include Land Acquisition (\$1,650,000), Landfill Closure (\$810,000) and Spofford Pond School Construction—Advance Refunded (\$630,000)

- * Rate varies over remaining term from 4.90% to 5.80%
 ** Rate varies over remaining term from 4.625% to 5.30%
 *** Rate varies over remaining term from 4.000% to 4.875%

Ellen S. Guerin,
Treasurer/Collector of Taxes

TOWN OF BOXFORD
TRUST, GIFT AND RESTRICTED FUNDS
Fiscal Year 2003

<u>FUND #</u>	<u>FUND NAME</u>	<u>RESPONSIBLE BOARD</u>	<u>BALANCE 7/1/02</u>	<u>RECEIPTS</u>	<u>PAYMENTS</u>	<u>ALLOCATED INTEREST</u>	<u>BALANCE 6/30/03</u>
<u>RESTRICTED FUNDS:</u>							
8077	Boxford Meadows Develop. Deposit	Planning Board	\$ 14,704.92			\$ 401.66	\$ 15,106.58
8081	Memorial Hill Developer Deposit	Planning Board	17,589.26			480.45	18,069.71
8078	Arts Lottery Fund	Arts Council	8,120.12	3,523.43	6,463.56	141.49	5,321.48
8079	Unemployment Fund	Selectmen	9,668.77	30,000.00	36,537.37	85.53	3,216.93
8083	Stabilization Fund	Town Meeting	479,928.71	75,000.00		15,163.48	570,092.19
8084	Conservation Fund	Conservation Comm	4,255.36	934.48	799.11	119.93	4,510.66
8085	Insurance Fund	Commission	34,603.69		500.00	931.54	35,035.23
8300	ConsCom Development Deposits	Conservation Comm	18,797.11	10,000.00	922.92	761.39	28,635.58
8088	Road Bond Deposits--Messina	Planning Board	145,264.68		47,600.00	2,667.71	100,332.39
8100	Consultants' Fees: Planning Board	Planning Board	37,712.86	6,000.00	12,336.47	851.80	32,228.19
<u>Restricted Funds Sub-Total</u>			\$ 770,645.48	\$ 125,457.91	\$ 105,159.43	\$ 21,604.98	\$ 812,548.94

<u>GIFT FUNDS:</u>							
8501	Witch Hollow Farm Gift Fund	Selectmen	\$ 1,260.31			\$	\$ 1,260.31
8502	Police Department Gift Fund	Police Department	1,150.00				1,150.00
8503	D.A.R.E.	Police Department	4,423.75	500.00	2,071.69		2,852.06
8504	Fire Department Donations	Fire Department	9,081.14	5,945.00	2,793.49		12,232.65
8505	Animal Control Dept. Gift Fund	Animal Contr. Offer	841.00				841.00
8506	Buy-a-Brick Technology Fund	Elementary School	166.46				166.46
8507	Boxford Elementary School Gift Fund	Elementary School	296.40				296.40
8508	Council on Aging Donations	Council on Aging	5,475.68	5,258.48	6,199.74		4,534.42
8509	Memorial Gifts to Library Fund	Library	11,079.44	14,240.49	19,640.67		5,679.26
8510	Craig Falk Memorial Gift Fund	Selectmen	125.00				125.00
8511	Maritimes--Emergency Training	Fire Department	-	14,892.00	4,267.03		10,624.97
<u>Gift Funds Sub-total</u>			\$ 33,899.18	\$ 40,835.97	\$ 34,972.62	\$ -	\$ 39,762.53

TOWN OF BOXFORD
TRUST, GIFT AND RESTRICTED FUNDS
Fiscal Year 2003

<u>FUND #</u>	<u>FUND NAME</u>	<u>RESPONSIBLE BOARD</u>	<u>BALANCE 7/1/02</u>	<u>RECEIPTS</u>	<u>PAYMENTS</u>	<u>ALLOCATED INTEREST</u>	<u>BALANCE 6/30/03</u>
TRUST FUNDS:							
8201	Post War Re-hab Fund	Commission	\$ 118.29		\$	3.23	\$ 121.52
8203	Town School Fund--Expendable	Commission	5,489.41			259.20	5,748.61
8401	Town School Fund--Non-Expendable	Commission	4,000.00				4,000.00
8205	Barker Trust Fund	Elementary School	26,295.30	5,000.00		854.83	32,150.13
8208	Sarah Perley Trust Fund--Expendable	Commission	2944.06			217.00	3,161.06
8403	Sarah Perley Trust Fund--Non-Expendable	Commission	5000.00				5,000.00
8210	Tri-Centennial Memorial Park Fund	Commission	13,549.89			370.12	13,920.01
8211	Michelle Wilson Fund--Expendable	Commission	4,041.99			356.95	4,398.94
8405	Michelle Wilson Fund--Non-Expendable	Commission	9,025.93				9,025.93
8212	East Parish Library Fund	Library	662.68			18.10	680.78
8213	West Parish Library Fund	Library	263.70			7.20	270.90
8214	Emma S. Cote Library Fund--Expendable	Library	2,350.59			91.53	2,442.12
8404	Emma S. Cote Library Fund--Non-Expend.	Library	1,000.00				1,000.00
8215	Mary Stacy Holmes Library Fund	Library	880.93			24.06	904.99
8217	COA Memorial Van Fund	Commission	6,601.80			180.33	6,782.13
8218	Ackerman Playground Maintenance Fund	Commission	17,763.02	10.00		485.47	18,258.49
Trust Funds Sub-total			\$ 99,987.59	\$ 5,010.00	\$ -	\$ 2,868.02	\$ 107,865.61

PRIVATE PURPOSE FUNDS

8076	Scholarship Fund	Scholarship Comm.	\$ 496.30	\$ 412.16	\$ 800.00	\$ 2.96	\$ 111.42
8080	Education Fund	Scholarship Comm.	1,145.29	326.50		40.20	1,511.99
8202	Boxford Visiting Nurse Fund	Commission	16,450.90		1699.09	402.95	15,154.76
8204	Perley Parkhurst Cole Fund	Commission	1,210.55	17,922.85	18,000.00	30.96	1,164.36
8207	Griffin Fund--Expendable	Elementary School	1,874.79		1,874.79	245.15	245.15
8402	Griffin Fund--Non-Expendable	Elementary School	7,500.00	1,474.79			8,974.79
8209	Curtis Killam Burial Fund	Commission	3,559.31			97.22	3,656.53
Private Purpose Funds Sub-total			32,237.14	20,136.30	22,373.88	819.44	30,819.00

TOTAL FUNDS

\$ 936,769.39	\$ 191,440.18	\$ 162,505.93	\$ 25,292.44	\$ 990,996.08
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BOARD OF COMMISSIONERS OF TRUST FUNDS

The purpose of the Board of Commissioners of Trust Funds (BCTF) is to oversee the trust funds given or bequested to the Town, which are not specifically under the direction and control of other town officials or trustees. The Boxford BCTF is an elected body comprising three members, each elected for a three-year term.

As in past years, the BCTF's major activity in 2003 was the review and determination of funding awards and scholarship requests submitted to the **Perley-Parkhurst-Cole Memorial Trust Fund (PPC)**. Disbursements for 2003 from the PPC Trust Fund are shown elsewhere in this report.

Other activities conducted by the Board included:

- Authorized expenditures from the Town Insurance Fund to cover damage to Boxford Police vehicle.
- Residents of Boxford who wish to make a request for consideration of use of funds controlled by this Board should contact one of the members. The Board would be pleased to answer any questions that a resident may have regarding our activities.

Judith Carr, Chair
Samuel N. Shields, Clerk
Anthony DiNanno, Commissioner



**BOARD OF COMMISSIONERS OF TRUST FUNDS
AWARDS MADE FOR 2003 FROM
THE PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND**

Organizations:

• Miles River Neighborhood Girl Scouts	\$1,000.00
• Boy Scout Troop 51	1,000.00
• Boy Scout Troop 35	1,000.00

2003 Total Payments to Scout Troops	<u>\$3,000.00</u>
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Scholarships awarded by Masconomet (2) @ \$1,000 each	\$2,000.00
Sarah Elizabeth Church	
John A. LaRue	

Boxford Elementary School Trust (BEST)	\$ 810.00
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Twelve (12) Boxford Scholarships awarded to the following from the Perley-Parkhurst-Cole Memorial Trust Fund in the amount of \$1,000.00 each:

Lauren Was	Kristina L. Benson
Christina M. Nay	Kevin Gleason
Kelsey Hendrikson	Rebecca A. Guerin
Robert F. Donnell	Brian Miller
Kristin Gleason	Kristin Hibner
Jared M. Guerin	David Patterson

Two (2) Boxford Scholarships awarded to the following from the Perley-Parkhurst-Cole Memorial Trust Fund in the amount of \$500.00 each:

Brent Was	Jennifer McWeeney
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Total Payments for 2003 Scholarship Awards	<u>\$15,000.00</u>
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Grand Total for 2003 Awards	\$18,810.00
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GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

GENERAL GUIDELINES:

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:

- To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have completed their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
- To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
- To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Commissioners of Trust Funds may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
- To assist and encourage private or public organizations in the Towns of Boxford and Hamilton, which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as the Commissioner of Trust Funds of the Town of Boxford deem necessary.

2. Any organizations requesting funds must specify that the funds will benefit **ONLY** children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds may not be spent on adults at any time.

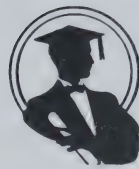
3. Applications to the PPCMTF should be in the form of a letter to the Commissioner of Trust Funds. Requests for funds will be accepted through February 29 of the award year. The Commissioners of Trust Funds will conduct interviews of all applicants through March 31, and will notify all applicants of their award status in late March and April.

Requests received after February 29 will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, February 29.

4. Any request, which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.

5. All requests for funds, as well as any questions, should be directed to:

PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND
Commissioner of Trust Funds
Town Hall, 7A Spofford Road
Boxford, MA 01921



GUIDELINES FOR INDIVIDUALS

1. The sum of \$5,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:
 1. \$1,000.00 scholarships distributed to (5) students
 2. Scholarships to be paid to the student's post-secondary school in one (1) installment - at the beginning of the first year.
 3. Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship one year. At the end of that year, the scholarship reverses back to the Boxford Trust Fund Commission - to the Perley Parkhurst Cole Memorial Trust Fund.
 4. Masconomet scholarships are to be distributed based on need and academic performance.
 5. All applicants who are high school seniors at Masconomet, must apply directly to:

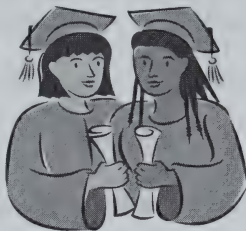
MASCONOMET SCHOLARSHIP FUND
c/o Dr. Kathleen Lynch, Superintendent
Masconomet Regional District High School
Topsfield, MA 01983

A small sum of money will be reserved by the Commissioners of Trust Funds each year to be distributed to Boxford students graduating from private schools, and Boxford High School graduates entering or currently enrolled in the college, junior college, post graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

All individual students applying to the Commissioner of Trust Funds for a scholarship, should submit the following information:

- High School Transcript (if you are in your first or second year of college).
- Current College Transcripts (all years)
- Breakdown of your costs for the school year
- Breakdown of your income toward college costs
- List of activities, which you have been involved with, within the Town of Boxford or at your school.

The Perley Parkhurst Cole Memorial Trust Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.



GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS

1. Scout Troops are requested to provide the following information:

- Leader's name, address and telephone number
- Number of Scouts in troop
- Number of non-Boxford resident scouts
- Specific request for funds: include amount requested, detail of equipment, activity, reason, etc.
- Date by which funds are needed.

2. Scout Troops are requested to apply individually.

3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.

4. Although the Commissioner of Trust Funds would prefer awards for capital or lasting equipment, they also recognize the need for educational trips, which are required for badges and advancement. The Commissioners will take these concerns into consideration in their review of pertinent applications.

Commissioner of Trust Funds
Town of Boxford



CAPITAL BUDGETING COMMITTEE

In the fall, we welcomed Kim Holiday from the Finance Committee as a replacement for Jim Shanahan, who had been with us for over a year. Later in the fall, we were glad to have John O'Brien on board, replacing the first Director of Finance, Gail LaPointe. John has been able to pick up the established procedures, gathering the next capital requests within a remarkably rapid time frame.

2003 found this committee working more closely than in the past with Department Heads and the Elementary School staff. Further, we developed a fine working relationship with the new Municipal Building Maintenance Committee, ably chaired by Peter Morbeck, in analyzing and prioritizing all town maintenance issues against other capital needs of the Town. However, at year's end, the Library problems are still unresolved.

We continue to refine our evaluation system, with which we are able to numerically qualify the relative importance of capital projects. With some tweaking, the system should serve the Town well for years to come.

As can happen with personal family finances from time to time, we are in a period, and who knows how long it will last, in which many perceived capital needs are simply not affordable at this time. This committee will continue to do the best it can in bringing forward to the Town only the truly essential.

As usual, the five-year Capital Plan will be attached to the Warrant for the May Annual Town Meeting.

Peter K. Race, Chairman
Enid E. Thuermer, Vice Chair
Robert W. Conroy
Kimberly A. Holliday
Joyce G. Ricklefs

PUBLIC SAFETY

Communications

Police

Fire

Animal Control Officer

COMMUNICATIONS DEPARTMENT

The Communications Department serves the residents of Boxford as the 911 and Public Safety Communications Center handling emergency and non-emergency phone calls and radio communications for the Town of Boxford Public Safety Departments. The Department is staffed 24 hours a day, 7 days a week, 365 days a year by Civilian Dispatchers. Dispatchers answer all calls for the Police Department and Animal Control Officer as well as most calls for the Fire Department and Highway Department (unless the call is made directly to those department offices).

Equipment:

In the summer of 2000 the Communications Department began the work of installing new UHF radio equipment for the Police and Fire Departments. Since then this system has been added to, where needed, in order to provide the best possible radio coverage for the Police and Fire Departments. The UHF repeater system is a tremendous leap over the previous VHF non-repeater system in that it allows for the addition of enhancements and additions to the system when needs are discovered through daily use.

In spring of 2002 we had completed installation and testing of the new Police and Fire Radio systems at the Masconomet Regional High School. In October of 2002 work was completed on an identical and integrated system for the Masconomet Middle School. From then through the first few months of 2003 we worked on fine-tuning these systems to correct some interference issues that arose during testing. By summer of 2003 these systems were fully functional and have already served the Public Safety Services of all 3 towns involved in incidents at or on school grounds. Since Masconomet sits in the Ipswich River valley and is one of the furthest points from our radio transmitter these adjunct systems were needed to improve the radio signal both to and from public safety units at the school. This improved communications capability not only provides safety for the Police and Fire emergency responders but safety for the students and staff at the school during any emergency situation. We thank the Masconomet Building Committee for their support and funding of this project and we thank the Masconomet staff, especially Glenn Walker, for their assistance during the installation and testing process. We also greatly appreciate the time spent by personnel from the Police and Fire Departments in testing this system to make sure it meets the needs of the Town of Boxford Public Safety agencies.

Fall of 2002 brought new UHF pagers (authorized at Fall Town Meeting in 2001) to every member of the Fire Department replacing the previous VHF pagers. Throughout 2003 it has been a learning curve of figuring out some of the different functions of the new pagers as well as dealing with some persistent failures among some units that we are working with the manufacturer to correct.

In fall of 2002 we encountered an unanticipated problem with the Fire Department radio system when we lost our connection with the transmit tower on Baldpate Hill in Georgetown. As a result the Board of Selectmen authorized the purchase of a backup repeater for the Fire Department (identical to a unit that serves the Police Department) to be located at the Police Communications Center. This unit was installed in June 2003 and is functioning properly.

We continue to look for ways to improve our radio system coverage, performance and quality and appreciate the input from all Departments who rely on these systems. Fortunately with this new UHF radio system we have the necessary infrastructure on which to build should the need arise. In the next couple of years we hope to further improve the signal quality of the portable radio's carried by Police and Fire Officers by using some relatively simple adjunct equipment in order to determine how best to provide reliable and consistent radio communications for our Public Safety personnel.

In May of 2003 the Police Department started using their new Police Records Management System software (RMS) along with new Computer Aided Dispatch (CAD) software. Like any software/program changes it has taken some time to adjust to different methods of data management and entry but in the long run many changes have been made that speed up and simplify the record tracking that the Dispatchers are responsible for. Our thanks to Lt. Bates for his patience and input in this learning phase.

Staffing:

Generally a single dispatcher staffs the Communications Center, however we continue to see an increase in workload throughout the years and now try to allow for 2 dispatchers to be on duty during times of peak activity. These times include: high call volume times during burning season, Commercial Vehicle Enforcement activities by the Police Department, and other times such as major storms when we can anticipate high levels of activity. As a dispatcher working alone during an emergency we are always aware that the next call we take may be another emergency, therefore we must always be able to handle every incoming call (phone or radio) in a prompt fashion regardless of the call volume, this is the primary reason why having 2 dispatchers on duty is needed in more and more circumstances.

Posting House Numbers:

The Communications Department would like to remind ALL RESIDENTS to please POST YOUR HOUSE NUMBER in a manner that is visible day or night to any responding emergency units regardless of what direction they may be coming from. This is vitally important to your safety and the safety of everyone in your house. **Please choose LARGE, preferably reflective, numbers or numbers with a contrasting background.**

Alarm Systems:

We would also like to encourage every resident who has an alarm system to provide a list of contact #'s to the Communications Department in the event that we need to reach you regarding any emergency situation that may arise at your home. Alarm update forms can be picked up at the Communications Center on any day of the week at any time. Information provided is used solely by the Communications Department in assisting the Police, Fire and other Public Safety agencies in town during emergencies.

911:

Residents are also encouraged to verify with the Communications Department that the information contained in the state 911 database is correct. To do this, call the Communications Department any time, day or night, at

978-887-8136, and advise the dispatcher that you would like to conduct a 911 test to verify the correct information for your residence. Provided that dispatcher is not busy with an emergency call, you will be instructed to hang up the phone, then to dial 911 and stay on the line until the dispatcher answers, you should then give your correct name, address and phone # to the dispatcher so they may verify the information that is displayed at the Communications Center. This should be done for every phone # that you have (not including cell. phones), especially if you have a home office, in-law apartment or any other phone line that goes to a specific location in your home (or other building on your property). If you have any questions, please do not hesitate to call.

As a reminder, 911 is only to be used for an emergency situation. An emergency, as defined by the State 911 Office, is any situation where your call would "SAVE A LIFE, STOP A CRIME, REPORT A FIRE" or for testing purposes as defined above.

I would like to thank all the Town departments and their employees for their assistance and cooperation throughout the year. I would like to especially thank the Police, Fire, Highway and Animal Control Departments with whom we work together on a daily basis in serving the residents of Boxford.

As a Department Head I am indebted to the work performed on a daily basis by the many dedicated employees who serve the residents of Boxford. The following dispatchers were employed during the year 2003:

John Bain, Peter Cheverie, Tyler Dechene, Ron Dole, Suzanne Dullea, Kara Fitzpatrick, Barbara French,

Brian Neeley, Matthew Newman, Andrew Ulman and Kathleen Zolla.

I would also like to welcome our newest dispatcher: Ted Riter, who is the retired Deputy Fire Chief of Boxford. We regret the loss of dispatcher Wendy Charest, who has served the Town since 1996 as a part time and later a 20 hour Dispatcher, and has now moved on to a full time position with another town.

Warren Gould
Acting Director of Communications



BOXFORD POLICE DEPARTMENT

The Police Department's activity continued to increase as our community commitment continues to increase. As growth occurs, the quality of services provided by the Boxford Police Department cannot diminish. Our mission is to enhance the police department's ability to provide needed services and to maintain the quality of life that the community enjoys. The Police Department was able to secure several grants to help us reach our set goals to provide these services.

The Department received \$10,000 in a Community Policing Grant from the Executive Office of Public Safety. This grant helps fund the operation of our Commercial Vehicle Enforcement Unit. This unit performs specialized enforcement directed at citing unsafe and overweight trucks operating on our roadways. Officer Thomas Nentwig and Officer Brian Williams are the team members who head up this important highway safety program.

A United States Department of Justice (DOJ) grant for \$8,000 was awarded to fund the purchase of bulletproof vest for Boxford's Police Officers. This program augments the Town's own funding to purchase new vests and replace wear-dated vests.

During 2003, the Boxford Police Department completed the migration of its records management and computer aided dispatch systems from a Digital Equipment VMS based system to a Microsoft NT based system with a GUI interface. The Police Station expansion and renovation project planned for this eventuality and the transition progressed to its completion without any problems. I commend Lieutenant Paul Bates for his tireless efforts in this project. After a short learning curve, all employees are now benefiting from the new system. This system uses an integrated systems approach with an "enter once, use anywhere" feature. Officers only have to enter information once, no matter how many incidents are involved.

The Department received a \$20,500 grant to purchase equipment recommended by the Department of Homeland Security to deal with biological and chemical threats at the local level until support services arrive on scene.

The Governor's Alliance against Drugs was unable to fund the Drug Abuse Resistance Education Program (DARE) due to revenue shortfalls at the state level. The DARE program continued with residual monies received in a prior year. Without a state grant, there is no funding. Our DARE program ended at the close of the school year. I commend Officer Susan Longo for her tireless commitment to the DARE Program since 1991.

The Boxford Police Domestic Violence Unit continues necessary intervention services in domestic abuse situations. Lieutenant Paul Bates leads this unit comprised of officers John Iannazzo, James Riter and Susan Longo. These officers receive extensive specialized training. A member of this unit is always available should intervention be necessary.

Officer James Riter continues in the rôle of Juvenile Officer and School Resource Officer working closely with the Essex County District Attorneys office in administrating the Juvenile and Youthful Offender Diversion Programs.

As Chief of Police, I extend my appreciation to the residents of Boxford, the Board of Selectmen and all other boards, committees and departments for their continuing support and cooperation.

Gordon A. Russell
Chief of Police



BOXFORD POLICE DEPARTMENT 2003 YEAR END STATISTICS

Abandoned 911	91	Lost Property	27
Accident -- Injury	42	Medical Aid	232
Accident -- No Injury	159	Message Delivery	11
Alarm -- Fire	76	Missing Person	10
Alarm -- Police	617	Motor Vehicle Theft	4
Animal Complaint	99	Motor Vehicle Stop	1583
Assault -- Aggravated	1	MV Stop - Commercial	8
Assault -- Simple	6	Noise Complaint	52
Assist Other Agency	40	Offenses Against Family	2
Assist Other PD	99	Officer Wanted	153
Assist Person	129	O.U.I.L	5
Civil Complaint	10	Parking	245
Disabled Motor Vehicle	234	Phone Calls	30
Disorderly	1	Property Check	420
Disturbance -- Gathering	8	Protective Custody	1
Disturbance -- General	23	Prowler	3
Disturbance -- Guest	5	Psychological Aid	11
Disturbance -- School	3	Recovered Stolen MV	3
Domestic	33	Restraining Order Served	6
Drug Violation	8	Runaway	2
Escort	4	Sexual Offenses	1
Fire Call	139	Suicide	2
Found Property	16	Summons Served	22
Fraud	23	Suspicious Activity	266
General Service	57	Threat To Commit Crime	8
Harassment	7	Traffic Complaint	129
Housebreak	10	Trees/Wires/Etc.	62
Larceny	55	Trespass	18
Liquor Violation	1	Vandalism	114
Littering	11	Warrant Arrest	8
Local Ordinance	60	Welfare Check	46

THE BOXFORD FIRE DEPARTMENT



The Boxford Fire Department is pleased to make the following report to the citizens of Boxford. The Fire department responded to a total of 636 incidents in the year 2003 of which 247 were emergency medical related. The Department responded to 67 motor vehicle accidents with several serious incidents on interstate I-95.

From a more positive side the fire department applied for and was awarded two public safety grants from the Commonwealth of Massachusetts Department of Fire Services.

Purchased from the grants.

1. One water/ice rescue boat and cold water rescue suits housed at the West fire station.
2. One heavy-duty inflatable water rescue boat housed at the East fire station.
3. Two hand held portable radios for use on mutual aid calls when working with neighboring communities.
4. The second award was a safe grant (student awareness of fire education). The S.A.F.E. program is a fire prevention education program designed for elementary, intermediate, and high school students with skills for recognizing the dangers of fire, specifically, the HEALTH & FIRE HAZARD smoking-related materials pose. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the fire fighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses. This program also seeks to reduce tobacco consumption by educating our community about the fire and health hazards of smoking-related materials. With the additional funding that the S.A.F.E. grant provides, we hope to play a significant role with regards to the prevention of fire through such efforts as broadening public awareness of fire hazards and the enforcement of state laws, including those that regulate the use, sale, and storage of smoking-related materials. This year through the grant program we were able to send Firefighters Greg Beardsley and Tyler Dechene to the Fire Academy for a 40-hour training class dealing directly with fire awareness for students.

NEW AND REFURBISH EQUIPMENT

May 2003: Boxford's existing 1984 Howe International pumper was refurbished as a large diameter hose-carrying vehicle and is responding from the East Station assigned as Engine 6. (Town meeting warrant article, \$24,650.00).

July 2003: One new super duty Ford 550 chassis 4x4 with non-walk in body arrived fro Ferrara Fire Apparatus Co. This rescue is in service and responding from the West Fire station. (Town meeting warrant article, \$129,793.00).

September 2003: One new super duty Ford 550 chassis 4x4 was purchased and retrofitted to our existing aluminum walk in rescue box. This box unit was refurbished to new condition and is responding from the East Fire station. (Town meeting warrant article, \$51,849.00).

NEW MEMBERS

The Boxford Fire Department was fortunate to acquire 5 new members this year. The recruits went through eleven weeks of training and are active members of our department. With pride we welcome firefighters: Tamara Aghoian, Mark Balding, Jacquelyn Benas, Peter Holland, and Patricia Rakip.

APPOINTMENT

Robert Corthell was appointed to a Lieutenants position on May 22nd. Congratulations to Lieutenant Corthell.

FIRE PREVENTION

SMOKE DETECTORS SAVE LIVES Proper placement of smoke detectors is proving its value for quick notification and response in fire and life safety in the community. If your home does not have smoke detectors, or you have any questions regarding their proper placement or operation, you may contact our Fire Prevention unit at 978-887-5725. We would be pleased to answer any questions you might have, including placement of carbon monoxide detectors.

BOXFORD FIREFIGHTERS GIFT FUND The Boxford Fire Department, through the Boxford Firefighters Gift Fund, was the recipient many memorial gifts in 2003. We continued to receive gifts donated in the memory of family members and friends. These funds, along with other generous gifts donated throughout the year, allow us to purchase life saving medical and fire fighting equipment not usually covered in our annual budget. Donations to the Boxford Fire fighters Gift Fund are always welcome and appreciated, as the ultimate beneficiaries are the residents of Boxford.

PREVENTION STATISTICS:

1. Number and Type of Inspections Performed:	
Oil Burner/Oil Tanks	17
Propane Tanks	17
Smoke/Heat Detectors	96
Underground Storage Tank Removal	2
Above Ground Tank Removal	3
Other	6

2. Number of Smoke/Heat Detector Permits Issued For New Construction and/or Renovation	23
3. Number and Type of Field Inspections of Public And Commercial Buildings:	
Summer Camps	5
Kennels	2
Commercial	12
Churches	4
Municipal	11
Schools	30
Miscellaneous	13
4. Fire Reports Issued:	
Burned Car/Truck Reports	8
Insurance Company Requests	6
5. Fees Collected:	
Burning Permits (917 permits)	\$ 7,400.00
Blasting Permits (3 permits)	\$ 200.00
Smoke Detector (43permits)	\$ 4,800.00
New Homes/Additions and Fire Prevention Inspection Fees	150.00
Total Fees Collected	\$12,550.00

TYPE OF ALARM	COUNT
1) STRUCTURAL	4
2) ELECTRICAL - INSIDE	14
3) ELECTRICAL - OUTSIDE	7
4) HEATING	7
5) APPLIANCE	4
6) COOKING	11
7) VEHICLE FIRE	16
8) VEHICLE ACCIDENT	67
9) VEHICLE MEDICAL	2
10) CHIMNEY	4
11) CO DETECTOR ALARM	6
12) BRUSH, GRASS, WOODS	16
13) INVESTIGATION – SMOKE IN HOUSE	10
14) INVESTIGATION – SMOKE IN AREA	11
15) INVESTIGATION - OTHER	31
16) FALSE ALARM HOME	85
1) FALSE ALARM - SCHOOL	19

2) FALSE ALARM - OTHER	14
3) MUTUAL AID	17
4) Medical Aid	245
5) CELLAR PUMPING	2
6) MISCELLANEOUS	7
7) STILL	37

TOTAL INCIDENT COUNT: 636

BOXFORD FIRE DEPARTMENT PERSONNEL

Chief Perkins, Peter C.
 Captain Stickney, Kerry C.
 Captain Beardsley, Albert B.
 Lieutenant Hertel, Richard J.
 Lieutenant Laverty, Edwin J.
 Lieutenant Stickney, Shawn G
 Lieutenant Corthell, Robert E.

Firefighters

East

Ash, Thomas J
 Cargill, William R.
 Carnevale, David J.
 Cheverie, Peter J.
 Ferraro, Michael F.
 Foster, Kevin C.
 Gould, Warren E.
 Lincoln, Connor A.
 Nee, Thomas F. Jr.
 Newman, Matthew C.
 Philbin, John C.
 Rowen, John A.
 Smallman, Kyle A.
 Stickney, Scott P.-resigned 6-30-03
 Stickney, Steve A.
 West, Robert G.
 Whitney, Kevin J-resigned 6-30-03
 Wickersham, Keith E-resigned 6-30-03
 Zolla, Kathleen

Career Firefighters

Beardsley, Gregory C.
 Dechene, Tyler N.

Clerical

Lieutenant-Salie William E., Jr.

West

Aghoian, Tamara
 Balding, Mark
 Benas, Jill
 Bissell, Alfred E.
 Campbell, Stephen J.
 Campbell, Susan
 Gould, Alan
 Holland, Peter
 Lucey, Alexander
 Madden, Michael P.
 Madden, Wendy C.
 Powers, Michael J.
 Prescott-Hopping, Lynne
 Rakip, Patricia
 Salie, William E. III
 Yako, Michael A

TRAINING REPORT 2003

Fire training in the Boxford Fire Department is segmented into multiple areas. In years' past, we have viewed training as having two segments, that which covered firefighting related topics and the which covered topics dealing strictly with emergency medical issues. In 2003 a new approach was instituted with radical changes in which programs were delivered. At the State level, we had Firefighter Tom Ash complete his professional certification rating for Firefighter I.

In addition, Boxford hosted a Massachusetts Firefighting Academy Recruit Class whereby new fighters from all over Essex County Call and Volunteer Fire Departments received recruit-level fire training normally given at the Academy facility located in Stow Mass. Again at the State level, Boxford firefighters received training in Confined Space Rescue, High Angle Rescues and handling gas emergencies. At the local level the winter and spring months of 2003 were spent training firefighters on how to save themselves if trapped or lost at a fire. During the summer months we delivered a course curriculum aimed at reviewing the basics of fire training including hose live applications, ladder and forcible entry work. The fall training schedule continued the theme of getting back to the basics of fire training. With over 50% of the firefighters trained at the EMT level, many fire-training classes were developed along the line to include our delivery of emergency medical services. By taking this approach of combining the many aspects of the fire and EMS part of the job we are able to cross-train personnel thus developing better trained firefighters able to deliver a higher level of professional service to the community. Lastly, during the fall a local-level recruit training class was done for five new firefighters. These people were put through a recruit fire training class encompassing the same curriculum over the eleven-week period that is taught at the Mass Fire fighters Training Academy. Taking this approach allows Boxford to turnout well trained firefighters capable of handling most of the incidents we run daily. If you would like to learn more about the Boxford Fire Department fire training call Captain Al Beardsley at 978-887-5725.

EAGLE SCOUT PROJECT - CONVERT ATTIC SPACE INTO OFFICE SPACE

Eagle Scout candidate Darren Costello converted attic space into office space on the second floor of the East Village Fire Station. The total attic space was 672 square feet although only 314 square feet were used to create the new FIRE PREVENTION OFFICE. The fire station is in Boxford's Historic district therefore Darren applied for and received approval before changing the outward appearance of the building by replacing a flex vent window with three double hung colonial style windows. The project also included the framing of a 20-foot wall with a door to the existing attic storage area. The need to obtain materials and equipment at no cost to the town, then insulate, drywall, paint and carpet the floor. The project also included the installation of new lights and some minor electrical work. As part of Darren's project to become an Eagle Scout he was to schedule and arrange to work with other scouts, firefighters and outside contractors.

Darren's objective was to create office space that would benefit the Fire Fighters and Rescue workers to have an area for fire prevention work and record storage to complete the executive job that their profession calls for.

Many thanks to Darren now an Eagle Scout and all that worked with him on this project to produce a new, modern and bright fire Prevention office for our firefighters and the Town of Boxford.

BOXFORD RESIDENTS - CALL FIREFIGHTERS NEEDED

The Boxford Fire Department is seeking interested individuals over the age of 18, and in good health, to become active members on the Boxford Fire Department. Surprisingly enough our department is comprised of mostly residents of the town, your neighbors, who give unselfishly of their time to come to the aid of their fellow neighbors. Our members are professionals at their at their regular jobs in such fields as advertising, banking, construction, consulting and nursing, but all aware a common goal in life. That goal is to help others. If you are interested in becoming a member of the Boxford Fire Department or just want more information call Chief Perkins at 978-887-5725 or stop in at the East Fire Station, # 6 Middleton Road.

The Fire Department appreciates the support of all Town Boards, Communications, Inspectional, Police and Department of public works. I especially want to thank the fire fighters, and the officers of our department, for their endless dedication. These are the people who make our department the best in the area.

Peter C. Perkins, Fire Chief

ANIMAL CONTROL OFFICER

Animal Control experienced a “mixed bag” of situations this year. Rabies was not a major problem by dint of sheer numbers or situational encounters, but inasmuch as it is definitely in our area it should still not be taken lightly. I emphatically urge all pet and livestock owners to pay close attention to their Rabies vaccination regimens, keeping all pets up to date and paying close attention to any wounds of unknown origin, especially if there is any possibility of wildlife encounter having caused any injury. Call Animal Control or your veterinarian with any questions concerning Rabies related matters.

West Nile, while not known to largely affect domestic animals such as dogs and cats, is now part of our overall experience. We had two deceased birds diagnosed with this disease in town, making us “hot” for the virus. This is especially important for horse owners whose livestock are vulnerable to this affliction and which can be fatal. A regimen of two shots, several weeks apart, with an annual booster is now available and there is additionally an antibody treatment, very expensive I am told, which is available for horses stricken with diagnosed cases, which may help save them. This disease, which is nearly as devastating as Rabies, is with us for the foreseeable future and we must approach our equine treatment regimens with the same diligence we have used in providing Eastern Equine Encephalitis protection. West Nile Virus Prophylaxis Shots should be scheduled possibly a little later in the Spring to keep the highest blood titer protection levels available for a six month period which should include the highest susceptibility exposure period in the early fall months, roughly September and October. A word of caution on Eastern Equine Encephalitis – several fatal cases, mostly in the southern part of Mass. this past year were experienced, each and every one, according to state vet Dr. O’Connor, was in an UNVACCINATED horse!! This is an almost universally preventable disease in Vaccinated animals and there should be no excuses for loss of livestock from it with normal veterinary maintenance protocols.

Another issue evoking much concern among residents is the constantly increasing sight of coyotes, singly and in small packs passing through back yards and fields in proximity to dwellings. Unfortunately, this is not an issue, which falls under the responsibility of Animal Control except in extreme cases of immediate attacks on domestic animals or fowl, or humane euthanasia for road struck or very obviously sick individuals. Basic sanitation procedures will help to prevent attracting coyotes, such as securing trash barrels. Also, no loose waste materials, garbage or compost piles with any kinds of dog or animals’ feed, careful monitoring of spillage around bird feeders to discourage squirrels on which coyotes will feed, diligent supervision of small pets, especially cats and smaller dogs which will be easy prey. If it is possible to alter the route of travel through your backyard by noise making, throwing soda cans with small noisy rocks in them, banging pans or can lids, even the use of air horns to disperse these coyotes and cause them to avoid your immediate area even by 30 or 40 feet further into the surrounding woods or brush, do so. Coyotes typically hunt at dawn and dusk, but it is absolutely normal to see them at anytime of day. You may contact the Environmental Police at 1-800-632-8075 and register coyote counts with them if you like, but do not expect them to send out personnel just to see your property or situation. They have been quoted as saying “they are here to stay, we have to live with them” – cold comfort to worried parents and homeowners and pet lovers.

We had two high profile drop-off incidents this year. One was an abandoned puppy who was left in a cardboard box in a side development off of Ipswich Road and except for an observant passerby, would have died from hypothermia had we not intervened. The underweight pup had been there long enough to vomit a disgusting concoction of human type food, further adding to our suspicions that he had been under the custody of people who had no idea of how to care for him in the first place. After a late night vigil with the attending vet and a total of \$500.00 worth of veterinary care and several weeks recuperation, he was eventually healthy enough to be adopted out to a responsible home. The second incident which made quite a splash in the newspapers, was the abandonment of a large and dangerously aggressive Bull Mastiff dog who caused Animal Control serious handling problems just securing him and installing him in Weloset Kennel for holding. Some genuine detective work over the next few days resulted in the apprehension of his irresponsible owner who was fined and offered alternatives to criminal prosecution, including the humane euthanasia of this unadoptable one-man animal. Opinions raged pro and con over our handling of this sad case, but we feel we prevailed in the proper safeguarding of public safety.

Both of the above incidents point out a more basic fact; that of the need for adequate budgets for departments related to public safety and or implementation of humane interventions. We cannot sustain many \$500 medical interventions in any given year when we can only experience \$100 adoption fees in return. Similarly, except for the gratuitous conditions extended to us at Weloset Kennels, with whom we have had an ongoing relationship for decades, we would be hard put to deal with animals requiring lengthy stays or special restraints. We, as a town have been extremely fortunate to have this facility at our disposal. We have had to curtail our involvement with accepting feral cats this year as we have limited budget dollars and Weloset cannot be a full-care facility for stray cats due to housing limitations and disease concerns specific to cats. We have only taken on overtly injured or sick or dangerous felines who pose hazards. The occasional cat who wanders into or through your yard should be given an opportunity to go home on his own and most do move on. We will have even fewer budget dollars next year to be allocated to this problem.

Other issues this year have been largely concerned with hard to resolve barking issues and/or a couple of dogs whose owners have had a difficult time accepting that no leash law does not unconditionally guarantee that their animals have unlimited rights to roam or trespass on the property of others. The town Nuisance By-law with appropriate fines, can be and is invoked to cover these hard-core violators. Dogs are second only to children in the emotions they engender when their offenses provoke defenses. People will almost fight to the death for their rights to displace other peoples' rights to peace and the personal sovereignty of their properties, so long as their own are not violated! A lot more common sense, information, communication and give and take with good will mixed in would make the country experience much more pleasant for all concerned!

Another problem area continues to be inept pet-sitters! Escaped animals are a given several times a year from persons who allow them to scurry out through doors left ajar or unattended, gates left unlocked, or most bizarre, just let go on a strange lawn when brought into town for a visit to friends of relations. Pet sitters should be chosen through thorough checking of

experience and credentials and references. They should be left instructions regarding feeding, exercise, medical records, personal veterinary preferences, etc. and at least be made aware that they should call the Police Department and/or Animal Control at the earliest possible moment when they lose control of their charges! Dogs being pet-sat, should absolutely be wearing identification, legal licenses and/or Rabies tags and any other informational tags the owner desires. Either out of total ignorance or ego, many dogs are not reported for 24 hours or even days when some pet-sitters, be they either personal friends just doing a favor, or the alleged professionals who are anything but, do not make timely efforts to retrieve missing animals. The longer an animal is on the loose, the greater its chances of injury or death. Animal Control and our animal-oriented Police Department are very good at Coordinating information on missing animals and given a timely "heads-up". Stand a reasonably good chance of achieving a successful return of many pets.

Thanks go to the Boxford Communication Department and Police Department for their invaluable assistance in coordinating our responses and some assists. We as always appreciate the relationship with Weloset Kennels and staff. Thanks to Dr. Callahan and Dr. Hennessey at Ipswich Animal Hospital for their Veterinary assistance. Appreciation to Village Reporter for its supportive and responsive articles. Many thanks to the various individuals who have added to our Animal Control Gift Fund.

Helen L. Phillips ACO



EDUCATION REPORTS

Trustees of the Boxford Town Libraries

Elementary School Report

Mrs. Griffin Trust Fund

Masconomet Regional District High School

North Shore Regional Vocational School Committee

BOXFORD TOWN LIBRARIES



10 Elm Street
Boxford, MA 01921
978-887-7323
Fax: 978-887-6352



188 Washington Street
West Boxford, MA 01921
978-352-7323
Fax: 978-352-7323

LIBRARY TRUSTEES REPORT

The primary function of the Trustees of the Boxford Public Libraries is to provide the highest quality library service possible in order to meet community needs. The Board of Trustees was established as a town agency by vote of a special town meeting on December 7, 1965. It governs under Massachusetts General Law Chapter 78 and other pertinent statutes.

Trustees:	Term Expires
Ben Messenger, Chairperson	2005
Charles Bouthot	2006
Susan Daley	2006
Jeanette Glesmann	2005
Linda Greenstein	2006
Christine MacNeill	2004
Richard Price	2005
Beth Ripp	2004
Lisa Teichner	2004

Director (retired 11/03):	Adele McConaghy, MLS
Assistant Director:	Jan Dempsey, MLS
Children's Librarian:	Josh Kennedy, MLS

In accordance with M.G.L chapter 78, section 12, I respectfully submit this report of our activities for calendar year 2003 to the town.

To many a library is known as a quiet place, where a raised voice or a boisterous child, are met with a stern look or reprimand. Such is not the case at the Boxford Public Libraries. Our library facilities are open more than 80 hours per week, providing the townspeople of Boxford ample opportunity to access the resources contained within in order to access to the opportunities the resources can provide: opportunities for education, entertainment, enlightenment and enriching social interaction.

Both in and behind the scenes the libraries are active, alive and always busy places.

In the scenes – a well trained, highly regarded staff; well attended children’s programs conducted by a talented and unique Children’s Librarian, Josh Kennedy; adult programs and special events sponsored by a fantastic Friends organization; art and photography exhibits; large-print books, books-on-tape (and CD), training videos, movies and other non-traditional media; access to the internet and access to resources of the member libraries of the Merrimack Valley Library Consortium.

Behind the scenes – a dedicated, hard-working administration and a Board of Trustees – both striving to make the best library system for the town.

Guiding and supporting the libraries is the role of the Trustees, 9 elected townspeople who volunteered to share their time and experience and passion for libraries. 2003 was a very busy year for the Board.

The year began with the usual budget-planning season, in a somewhat unusual year. Delays in the school budget and State Aid forced the town to plan for large budget cuts, including the library budget. Working with the Town Administrator and the Finance Committee, Trustee Susan Knowles and the rest of the Board crafted a FY2004 budget, which used State grant monies to minimize service disruption and allow the continued State Certification of the Library. State Certification is necessary to allow guaranteed access for our residents of State-wide library resources (including libraries in neighboring towns). State Certification requires a growing budget, to avoid obtaining a waiver, to encourage municipalities to support their libraries and actively support their library networks. Library Budget planning in 2003 was a five month process, that was not resolved until a last minute amendment to the personnel pay matrix on Town Meeting floor.

Planning for library expansion continued in 2003. Acting on a 2002 decision of the Board to concentrate expansion planning on the East Boxford library site and utilizing the balance of feasibility study funds approved by the Town in 1999, the Board prepared and posted a Request For Proposals for a Library Feasibility Study - Phase II, the goal of which is to provide preliminary exterior design, interior schematics and cost estimates for the expansion of the Boxford Village Library (the library in East Boxford). Nine architectural firms responded to the RFP and a Trustee subcommittee interviewed the six qualified firms in March. Tappe Associates of Boston was selected and contracted with to provide their vast library design experience to our project. The Tappe firm has designed many libraries in Eastern Massachusetts, including Topsfield, Saugus, Methuen and Billerica. Architect meetings, planning and presentations involving the whole Board continued from May through October. The retirement of our Library Director in November delayed the completion of the project, so that our time could be spent on the Director search process. The Board also wanted to involve the new Director in the design of the library expansion. At years end a group of Trustees and Friends were working on developing a timeline and a strategy for the next steps in the project.

From January through August the Long Range Planning subcommittee, along with interested citizens, met with representatives of the Northeast Massachusetts Regional Library System

(NMRLS). This group prepared materials and performed a survey, to serve as a basis in the development a 5-year Long Range Plan (LRP) for the libraries which was due to be filed with the Massachusetts Board of Library Commissioners in October. Fortunately for us the deadline for filing of the LRP was delayed for a year, which will allow our new Library Director to be involved in the planning process. Trustee Lisa Teichner should be acknowledged for her hard work on this project.

In August, our Library Director, Adele McConaghy, announced her retirement. This presented a great challenge and opportunity to the Trustees, trying to fill the role of our long-serving and dedicated Director. Director selection is perhaps the most important responsibility of the Board. Trustee Jeanette Glesmann accepted the leadership role on this new subcommittee and did a wonderful job in expediting the Director search process. In 3 months the subcommittee had winnowed through the many resumes, conducted phone and in-person interviews and reference checks and involved community leaders in the unanimous selection of Diane Giarrusso as the best candidate to serve as our new library Director. In early December the Board endorsed the subcommittee recommendation and Mrs. Giarrusso accepted our offer and began service just after the start of the new Year - 2004. Much of the credit for the efficiency of the director search process should go to Friends President Nicole Cargill. Nicole's extensive knowledge in executive search, screening and interviewing was invaluable to the subcommittee. She generously gave of her time because of her passion for the library, thank you Nicole.

Planning for the retirement and interim was a challenge as well. A group of library Friends and Trustees spent many hours and days meeting and planning a retirement party for Adele McConaghy. The party, cosponsored by the Friends of the Boxford Town Libraries and the Board of Trustees, took place on a beautiful autumn afternoon at the Boxford Village Library in October. Senator Bruce Tarr, Selectwoman Barbara Jessel, the library staff, the Trustees and the Friends, made formal presentations. The Friends established a grant program in Adele's name. The Trustees established the Adele McConaghy Gift Fund to be used by the libraries for hospitality, large print books and books on tape, causes near to Adele's heart. Trustee Christine MacNeill's daughter, Leigha, performed a lovely song, a cappella! This event would not have been possible without the help of the Friends organization, corporate donations and the hard work of Trustee Susan Daley. Filling in for 2 months as Acting Library Director was Assistant Library Director Jan Dempsey. Jan did a great job ensuring the smooth operation of the library through the holidays and the start of the FY2005 budget process.

Even in her retirement Adele helped to make the library a better place, events surrounding her retirement brought the Friends and the Trustees closer, increased library awareness and helped raise thousands of dollars in library donations. Adele oversaw the growth of the Boxford libraries and her love of the town and the library can still be felt through the staff she built and the facilities she put all her heart into. Thank you Adele.

In addition to these unusual activities the regular business of the library continued:

The Trustees and Director worked with the town DPW to solve heating, septic and other buildings and grounds issues. The new Town Facilities Maintenance Committee is now involved in helping advocate for proactive action on library building maintenance issues.

The Policy subcommittee actively addressed reviewing and recommending updates to many policies.

Three new Trustees joined the Board. Outgoing Trustees Susan Knowles, Linda Sivak and Denise Ferris deserve thanks for their contributions to the Town.

PR continued with the help of our local news reporters and through a new bookmark program and an updated website provided by Eagle Scout candidate Rick Keilty.

A new copier for the Boxford Village Library was purchased using the photocopier revolving account, technology and donation funds. New air conditioners were purchased for the library using donations and grants.

Records continue to be set in proceeds generated from the used book sale at the Historic Society's Apple Festival. Donated books are sold at this event to raise money for our donation account.

Trustee involvement continues in our relationship with the Private Trustees/Perley Scholarship Fund. Trustee Jeanette Glesmann continued in her role as liaison, and is involved in interviews with scholarship applicants. The Private Trustees provide funds annually to fund the purchase of more materials and services on a library "wish list".

Congratulations to Head of Circulation Helen Clarkson for completion of coursework to become earn a Basic Library Techniques Certificate!

In addition to these activities the libraries were busy with many special and annual programs as well as those activities that the libraries perform daily as a cultural, educational and social center of our town. There were adult, children's and toddler reading programs, Girl Scout sleepovers, Trustee Susan Daley's window displays, the Garden Club plantings and our famous ongoing, continually changing art exhibits enhance the atmosphere at our libraries.

As usual the library benefited greatly from the support of the Friends of the Boxford Public Libraries who sponsored the Spring egg hunt, Halloween and December holiday parties and special school vacation and summertime performances. Museum passes, available for checkout at the library, are also made possible by our Friends group. In partnership with our elementary schools and the Library the Friends organize the "Boxford Celebrates Reading" program to encourage our youngsters to read everyday. In partnership with the Library they support the summer reading program. Special fundraising efforts such as the used sports equipment sale and wreath sales help raise awareness of the library. A newsletter program will provide another avenue for raising awareness, throughout the town, of library issues.

This is an exciting time for the library as we push ahead to expand our libraries to better serve our residents. With our new Director in place, the Trustees can concentrate our efforts on building and strengthening the Boxford Library. I strongly encourage your involvement: share your time, your dreams and ideas, and whatever other gifts and donations you can give to the

library, the Friends and the Trustees as we progress towards developing a library to match the educational ideals we espouse as a town.

Ben Messenger, Chairman
Trustees of the Boxford Public Libraries

Select Statistics:

Books	62,999
Videos/DVD's	2,830
CDs (Music and Book)	2,311
Magazine and newspaper subscriptions	213
Total open hours per week	84
Circulation	78,996
Inter-Library Loans	8,951



SCHOOL COMMITTEE REPORT

School Committee

Elizabeth Leary, Chairperson	Term Expires, 2006
Nate Levenson, Vice Chairperson	Term Expires, 2005
Guy Simmons	Term Expired, 2003
Charles Killam	Term Expires, 2005
John Adams	Term Expires, 2006
Stephanie Lowe	Term Expires, 2004

School Committee Operation

The Boxford School Committee meets once per month with a formal agenda (3rd Thursday) and at least once per month for a working session, throughout the year. Typically meetings are held at Cole School. All meetings are posted at Town Hall and are open to the public as described in the State Open Meeting Law.

The School Committee has all the powers conferred on it by state law and must perform those duties mandated by the state. Its responsibilities are varied but relate primarily to policy determination. Some of the duties of the School Committee include:

- | | |
|---------------------------------------|---------------------------|
| *Preparation of an annual budget | *Program evaluations |
| *Approval of curriculum and materials | *Planning school services |
| *Collective bargaining | *Public relations |

While the School Committee acts directly as the policymaking body relative to general educational policy, it does not operate in a vacuum. The School Committee actively seeks the counsel and support of the administration, staff, School Councils, PTO, parents and the community. This input is generated through written and verbal communication within the school community, and working closely with other Town Boards and committees. Additional information about the School Committee and its operation as well as the Cole and Spofford Pond Schools can be found on the school district web site at www.boxfordschools.org.

Individuals and groups wishing to address the School Committee at a meeting may do so on the agenda under "Remarks from the Public" or contact the chairperson by telephone or in writing.

Milestones and Achievements

The year 2003 was a busy and productive year for the Boxford School Committee. We have continued to move ahead with improving our educational system in a manner consistent with our newly established mission vision and goals.

Mr. Guy Simmons completed three years of service on the School Committee. He served as Chairperson of the Tri-Town Union Committee, and as a member of the School Building Committee. Mr. Simmons contributed much towards the revision of the cost apportionment

formula for the shared expenses of the Tri-Town School Union. He was also very active in promoting stronger K-12 program articulation.

In June, Miss. Virginia Douglas retired as a teacher from our schools having completed an outstanding career as an educator for more than thirty-nine years, all of which have been at the Cole and Spofford Pond Schools in Grades 1 and 2. Miss Douglas always placed the best interests of children first in her mind. A “teacher’s teacher” she believed strongly in the value of hard work and that true achievement is its own reward.

Nine staff members celebrated five-year anniversaries of service in our schools. Five-year service pins were presented to Brian O’Donoghue, Stacey Bouffard and Deborah Gaillard. Ten-year service pins were presented to Joanna Spinosa, Jean Carosi Ellen Best and Kim Economos. A Fifteen year pin was awarded to Heidi Canner. A Thirty year apple shaped clock was presented to Sherry Moore this year.

Strategic Planning/District Goals

As the 2003-2004 school year began the School Committee embarked on a planning process to identify and prioritize the needs of the elementary schools for the next five years. This process involved the school committee, administrators, teachers and staff, parents, and members of the community in a collaborative effort to:

- Develop a vision, plan and key priorities for bringing the Boxford Elementary Schools to the highest level of excellence possible given available resources.
- Develop and implement a data analysis and monitoring process for the ongoing evaluation of system performance in a continuous improvement model.
- Build the School Committee into the strongest possible team that is well-equipped to engage in a partnership with the faculty and the community to provide leadership and direction for our schools in the years ahead.
- Develop the increased capacity to secure through creative work the necessary resources to meet the mission and the strategic goals to achieve the agreed upon vision.

To assist and support the achievement of the above goals through this project the School Committee engaged the services of Future Management Systems of Danvers, Massachusetts.

During the month of September Future Management Systems consultants completed an initial assessment of the system by conducting five focus groups with various stakeholders in the school community including the school committee, parents, teachers, administrators and community members. In October and early November Future Management Systems conducted two seminar/panel discussions with invited guest speakers. Topics explored the use of data analysis as a tool for monitoring school improvement, a variety of curriculum leadership models, and the value of a consistent, differentiated and integrated approach to teaching and learning.

During November and December Future Management Systems worked directly with the School Committee to explore the relevant topics and issues and specifically consider how they would

shape the Boxford Plan. The school committee gained a deeper understanding of substantive areas, considered how specific tools and systems could be used to support the Future Plan, and identified potential barriers to success. Future Management Systems then worked with the school committee to develop a new Mission, Core Values and Vision for the next five years that identified key priority areas for the schools to focus on each and every day.

Three important common themes emerged during the course of this planning effort:

- The importance of building a strong school system culture that is reflected in careful planning between the staff at the Harry Lee Cole and Spofford Pond Schools
- The unanimous recommendation to focus on the administrative structure for curricula development and implementation to ensure a continuum of curricula development pre-K to grade 6; and
- An emphatic agreement to develop consistent standards and assessment measures to assure consistent curriculum implementation system wide.

MISSION STATEMENT 2004

The mission of the Boxford Elementary Schools is to maintain a learning community based on developmentally appropriate objective standards that: respects the individual and collective needs, similarities, and differences of all of its members; and challenges its members to engage in a continuous process of learning; thus enabling them to reach their intellectual, social, emotional, and physical potential.

CORE VALUES 2004

High Expectations for Academic Excellence: All students strive for a high level of academic achievement. Our schools provide educational opportunities that challenge students to their individual potential while encouraging all students to take academic risks and engage in critical thinking. All school staff members are dedicated to the consistently high level of performance necessary to support our students' academic achievement. The hard work by students and staff necessary to achieve these goals is expected, recognized and celebrated.

Personal Integrity: Consistent honesty, respect and personal responsibility regarding all our words and actions are fundamental principles. The common bonds within the school community are expressed through mutual cooperation, empathy and support.

Clear and Consistent Curriculum Implementation: Equitable learning opportunities for all are provided through an academic curriculum which is clearly understood by all and consistently implemented to meet grade level benchmarks.

Welcoming Environment: All members of the community strive to make our school environment safe, nurturing and welcoming so as to foster the achievement of our shared Mission and Core Values. The connections between the schools and the Boxford community are valued and continuously renewed.

DISTRICT GOALS 2004-2007

Three Year Goal #1: Academic Excellence- All students will achieve to their academic and personal potential.

Three Year Goal #1A: Academic Excellence- All students will achieve their academic and personal potential in Mathematics as measured by local assessment measures and the Massachusetts Comprehensive Assessment System.

Three Year Goal #2: Clear Consistent Curriculum – Curriculum will be implemented consistently within each grade level.

Three Year Goal #3: Learning Needs of Children- All children will have the opportunity to learn in ways that match their abilities and needs

Three Year Goal #3A: Personal Integrity and Hard Work- All children, staff, and parents will experience a supportive learning community that recognizes, respects, plans for and rewards personal integrity and hard work

Three Year Goal #4: Welcoming Environment- All children, staff, parents and community members will experience a friendly, supportive and respectful environment in our schools.

Three Year Goal #5: Physical Plant and Space Needs- All students, staff, parents and community members will work in schools that are well maintained and that provide acceptable space for all approved programs.

Three Year Goal #6: Staff Recruitment and Retention – A plan will be developed to address future needs regarding the recruitment, development and retention of teaching and leadership personnel.

School and Community Use of Facilities

The major function of the Committee continues to be provision of the highest quality educational program within available funding resources. The grade level organizational structure locates Kindergarten through Grade Two at the Harry Lee Cole Elementary School and Grade Three through Grade Six at the Spofford Pond Elementary School.

The Boxford School Committee continues to support effective utilization of the school plants for educational, cultural, and community-based activities. The Horizons Program co-sponsored by the School Committee and the Tri-Town Council on Youth and Family Services continues to offer enrichment courses during fall, winter and spring terms. An extended day care program, for school-aged children, sponsored by the Merrimack Valley YMCA, is available to Boxford families. Utilizing the Cole School facility, more than fifty children are supervised in this important program either before or after school between the hours of 7:00 a.m. and 6:00 p.m. each school day. Boy Scouts, Cub Scouts, Brownies, recreational basketball for children and

adults, and indoor soccer are only some of the regular weekly activities in our schools. Many town boards and committees also meet regularly in the school facilities.

School Management

Principals are responsible for the daily operation of each school. Each school has an Assistant Principal as well. The responsibilities of school-based administrators include curriculum implementation, instruction, personnel matters, student issues and the physical plant. School Councils are in place in each school. Members include the principal, parents (elected), teachers (elected), and a community member (appointed by the principal). The role of the School Council is to advise the principal on areas of school improvement. Meetings are generally held on the second Monday of each month and are open to the public.

The Superintendent is appointed by the Tri-Town School Union Committee (Superintendency Union 58). The School Union Committee jointly employs the Superintendent (PK-6), Business Manager, Director of Special Education, and Director of Facilities and Operations as well as the secretarial and bookkeeping staff of the Central Office. The Superintendent acts as the Chief Executive Officer of the School Committee in the operation of the schools. In February of 2004 the Tri-Town School Union offices were relocated to the Aaron Wood Building on the campus of the Harry Lee Cole School.

School Enrollment, October 1, 2003

	PS	K	1	2	3	4	5	6	Total
Harry Lee Cole School	(72)	127	127	148					402
Spofford Pond School					124	145	136	171	576

DISTRICT TOTAL 978

* An Integrated Pre-School program was established at Cole School in September 1997. Seventy-two students are enrolled in this program. These students are not included in the 978 official October 1, 2003 enrollment total. The Preschool is a tuition based nearly self-sustaining program.

At this point in time the School Committee believes our enrollment will show a decrease of approximately 3% over the next three after a twelve-year period of more than 40% growth in our elementary school enrollment

Fiscal Management

The budget development process is an extensive and involved task during which the Committee must make difficult decisions to bring into balance both the financial concerns of the community and elements of high quality, appropriate educational services. Increasing costs associated supplies and materials, school transportation, special education, building maintenance, and

modest salary increases, continue be addressed with consideration of uncertain fiscal support from the state.

The School Department operating budget for the years 2002-2003 and 2003-2004 approved at the Annual Town Meeting are as shown:

Category	FY 2003	FY 2004
Administrative Costs	\$ 563,399	\$ 579,869
Instructional Salaries	\$3,724,226	\$3,605,533
Instructional Materials	\$ 261,097	\$ 226,832
Other Services	\$ 80,081	\$ 94,217
Regular Transportation	\$ 373,733	\$ 375,273
Fuel and Power	\$ 111,519	\$ 131,519
Operations and Maintenance	\$ 403,137	\$ 395,830
Special Education	\$1,337,577	\$1,474,225
TOTAL	\$6,854,809	\$6,883,298

Educational Reform: Massachusetts Comprehensive Assessment System

As Educational Reform in Massachusetts heads into its eleventh year school district accountability continues to be at the forefront of the reform effort. The Boxford School Committee goal is to increase the number and percentage of our students achieving at the Advanced and Proficient Levels in each grade tested. The Department of Education has rated each school district and school in terms of its performance and improvement over the past two years. Detailed information about the states School District Accountability System Cycle II ratings can be found on the Massachusetts Department of Education web site, which can be reached through a link on our school district web site.

The Massachusetts Comprehensive Assessment System (MCAS) now includes the following areas and grades:

Grade Three:	Reading
Grade Four	English Language Arts, Writing and Mathematics
Grade Five	Science and Technology, History and Social Studies
Grade Six	Mathematics

The School Proficiency Index is a new indicator for the 2003 MCAS Administration. Proficiency points are awarded to a school or district for each student in the MCAS test group during the rating period. The October 2002 enrollment was used to determine the school proficiency index and the April/May 2003 enrollment was used to determine the district proficiency index. The goal is for each school and district to achieve a Composite Proficiency Index of 100 by the year 20014. Proficiency Index points are assigned to each student according to the raw score-proficiency index points table below for each grade:

MCAS Performance Level	Proficiency Index Points Per Student
Proficient or Advanced	100
Needs Improvement High	75
Needs Improvement Low	50
Warning High	25
Warning Low	0

Third Grade students participated for the third time in the Reading examination in April of 2003. Results for our students for the first three years are presented in the following tables:

Year	Reading Grade 3	Proficient	Needs Improvement	Warning	Average Score	Proficiency Index on a scale of 1-100
2003	Boxford	86%	12%	2%	35	94.7
2002	Boxford	86%	14%	0%	34	NA
2001	Boxford	82%	18%	0%	34	NA

Fourth Grade students participated in the sixth administration of the required Massachusetts Comprehensive Assessment System (MCAS) in May. Students were tested in Mathematics and English Language Arts. Results for our students by levels of proficiency are presented in the tables below:

Year	Grade 4 English Language Arts	Advanced and Proficient	Needs Improvement	Warning	Average Scaled Score	Proficiency Index on a scale of 1-100
2003	Boxford	73%	26%	1%	NA	90.0
2002	Boxford	72%	29%	0%	244	NA
2001	Boxford	70%	28%	1%	243	NA

Year	Grade 4 Mathematics	Advanced and Proficient	Needs Improvement	Warning	Average Scaled Score	Proficiency Index on a scale of 1-100
2003	Boxford	55%	44%	1%	NA	84.2
2002	Boxford	55%	40%	5%	241	NA
2001	Boxford	47%	47%	7%	241	NA

Fifth Grade students participated in Science and Technology examinations.

Year	Grade 5 Science and Technology	Advanced and Proficient	Needs Improvement	Warning	Average Scaled Score	Proficiency Index on a scale of 1-100
2003	Boxford	87%	10%	2	NA	95.5

Sixth Grade students were administered only a Mathematics examination. Students were asked to respond to both multiple choice and open-ended performance questions designed to measure mastery of learning standards contained in the State Curriculum Frameworks. Results for the first year of the Grade 6 MCAS are presented in the table below:

Year	Grade 6 Mathematics	Advanced and Proficient	Needs Improvement	Warning	Average Scaled Score	Proficiency Index on a scale of 1-100
2003	Boxford	73%	24%	3%	NA	88.8
2002	Boxford	70%	24%	8%	244	
2001	Boxford	64%	28%	8%	244	

Curriculum and Program Development

The focus of curriculum and instruction is being directed towards implementing curriculum consistently within and between grade levels, differentiating instruction to meet the needs of all learners and integrating curriculum so that children can make important connections in their learning experiences.

Major emphasis this year has been placed on the fifth year implementation of the Math Trailblazers Mathematics program in Grades K-5 and the second year implementation of the Math Impact program in Grade 6 and in Grade 7 at Masconomet.

The coordination of the Mathematics transition from elementary to middle school continues to be primary focus of the K-12 program articulation effort. Other K-12 articulation projects include a review of Foreign Language and the transition experience for children and families from Grade 6 to Grade 7.

Based on a major systematic review of the ways in which early literacy skills are taught in the primary grades, the second year implementation of the Four Blocks Approach to early literacy continues at Cole School. The first year implementation of a revised approach to English Language Arts in Grades 3-6 is taking place at the Spofford Pond School.

Professional Development

The Cole School Council Improvement Plan, the Spofford Pond School Council Improvement Plan and the District Strategic Plan each place a strong emphasis on professional development and training for staff, which focus upon identified curriculum and organizational priorities as well as the diverse learning needs of children. The primary areas of focus for 2003-2004 have

included mathematics implementation, early literacy, teaching in a standards based curriculum and assessment system, language arts in grades 3-6, the diverse learning needs of children, writing across the curriculum, technology applications and integration, understanding teaching, and inclusion and the continued development of a Mentor/Induction Program for new staff.

A major initiative continues to be the involvement of teachers in a thirty-six hour course entitled "Instruction for All". It is expected that all professional staff will complete this course within three years. As of this year more than 55 teachers will have completed the course. Nearly 25% of the staff participated in one or more weeks of training during the summer of 2003.

Models for conducting professional development continue to include a combination of full day professional development days, after school and weekend workshops, summer institutes, locally sponsored graduate courses, study groups, teacher-to- teacher projects, curriculum committees and a limited number of early release day offerings.

Special Needs Education

School districts are mandated by state and federal laws to provide special education services to those students with a special need who require support in order to make effective educational progress and to ensure that these services occur in the least restrictive environment.

As of October 2003, there were 147 special needs students in the Boxford Elementary Schools including thirty-five at Cole, ninety-five at Spofford Pond, and two in out of district placements and fifteen preschoolers, thirteen of whom are enrolled in the Boxford Integrated Preschool Program. The percentage of Boxford students (Kindergarten through 6th grade) receiving special education services is approximately 12.6%, which is approximately the same as last year.

The District is deeply committed to an inclusion philosophy pursuing effective ways to integrate all our children into regular education settings Topsfield has affiliations with the Greater Lawrence Educational Collaborative and North Shore Consortium to provide specialized support services to low incident special needs students and serve as a resource to address special education issues, and for professional development.

Topsfield, Boxford and Middleton parents of special education students have joined together to form the Parent Advisory Council (PAC). The PAC meets regularly during the school year. It provides a venue for parents to discuss mutual concerns, sponsors interesting speakers, purchases enrichment materials, sponsors fundraisers, and provides input into the Special Education Department's programs and policies.

Health Services

Health services are an important facet of the school program. In the Boxford schools, health services are performed by Dr. Samuel Henck, School Physician; and School Nurses; Lynne Nechtem and Mary Brazel and Jacqueline Broms. The responsibilities of health personnel include: MA Vision Screenings, MA Hearing Screenings, Postural Screenings, Developmental Immunization and health

record histories as well as seeing and treating children for illness and accidents and the administration of required medications.

Staff Directory 2003 – 2004

Harry Lee Cole School	Grade	Appt.	Degree	College or University
Maureen Berman	Principal	1994	M.Ed	Bridgewater State College
Kathryn Nikas	(.5) Asst. Prin.	2003	MS	Wheelock College
Deborah Connery	PreSchool Coord.	1997	BS	Salem State College
Michelle Allardi	(.6) PreSchool	1999	BS	Curry College
Laurie Olshuff-Rowen	(.9) PreSchool	1999	M.Ed.	Lesley College
Lisa Simmons	K Activity	2003	BA	Salem State College
Maureen King	K Activity	2003	BS	Salem State College
Deborah Cahill	Kindergarten	1992	BS	Salem State College
Mary Anne York	Kindergarten	1991	BS	Salem State College
Heather Walker	Kindergarten	1987	M.Ed.	Lesley College
Laura Brown	Kindergarten	1997	M.Ed.	American International
Peg Russell	Kindergarten	1992	M.Ed.	Lesley College
Lisa Salisbury	1	1997	M.Ed.	Salem State College
Linda Piecewicz	1	1980	M.Ed.	Butler University
Debra Holt	1	1994	BS	University of Maine
Kimberly Suther	1	1995	BS	Salem State College
Carol Weitzman	1	1991	M.Ed.	Boston University
Susan Ward	1	2000	BS	Lyndon State College
Cynthia Olansky	1	1991	BS	Bridgewater State College
Danielle O'Heir	1	2002	M.Ed.	Boston College
Deborah Mahoney	1/2	1974	M.Ed.	Lesley College
Margaret Cook	1/2	1977	M.Ed.	Antioch College
Maureen Cronin	2	1995	BS	Salem State College
Terry Marcille	2	1980	M.Ed.	Lesley College
Thaya Puglisi	2	1992	M.Ed.	Salem State College
Jennifer Swenson	2	2002	BS	Gordon College
Allison Routses	2	2001	M.Ed.	Cambridge College
Ann Golesworthy	2	1999	M.Ed.	Lesley College
Lynn Nechtem	Nurse	1989	BSN	University of New Hampshire
Spofford Pond School	Grade	Appt.	Degree	College or University
Kevin Soraghan	Principal	2003	M.Ed.	Fitchburg State College
Sheila Harrison	Asst.Prin.	1999	M.Ed.	Lesley University
Gayle MacElhiney	3	2002	M.Ed.	Salem State College
Lesley Gibson	3	2000	M.Ed.	Lesley University
Sara Goldman	3	2001	MAT	Simmons College
Shannon McNealy	3	2002	BS	Westfield State College
Heather Guthrie	3	2001	M.Ed.	University of Lowell
Christine Cotti	3	1987	BA	Lowell State College

Lisa Holt	3	2001	M.Ed.	Lesley University
Jennifer Barry	4	2003	BS	University of Massachusetts
Sharon Davis	4	2001	M.Ed.	Cambridge College
Deborah Stone	4	1995	MA	Salve Regina College
Deborah Viviani	4	1999	BS	Valparaiso University
Diane Harutunian	4	1995	MS	Cent. Conn. State College
Betsy Smallman	4	1999	M.Ed	Gordon College
Arlene Price	4	1995	BS	Russell Sage College
Carla Wiles	5	1997	M.Ed.	University of New Hampshire
Brian O'Donoghue	5	1998	BA	University of Massachusetts
Jodi Levy	5	2002	M.Ed.	Lesley University
Richard Bateman	5	1970	M.Ed.	Cambridge College
Janice Maguire	5	1995	BS	University of Massachusetts
Stacey Bouffard	5	1998	BS	Plymouth State College
Joanne Green	5	1992	BS	Merrimack College
Jennifer Abati	6	2003	M.Ed.	Salem State College
Jean Carosi	6	1993	M.Ed.	Salem State College
Kimberly Economos	(.5)6	1993	M.Ed.	University of New Hampshire
Karin Bates	(.5)6	2003	M.Ed.	Lesley University
Francine Buckley	6	1999	BS	Merrimack College
Susan Robinson	6	1978	M.Ed.	University of New England
Mary Ellen Sorensen	6	1987	BS	University of Massachusetts
Joyce Rains	6	2000	D.V.M	Washington State University
Nancy Badavas	6	2000	M.Ed.	Lesley University
Mary Brazel	Nurse	2003	BSN	St. Anselm's College
Jacqueline Broms	Nurse	2002	BSN	Boston University

Specialists	Subject	Appt.	Degree	College or University
Sherry Moore	Curr. Coord	1973	BS	New York University
Mary Mann	Curr. Coord	1987	BS	Framingham State College
Valerie Clapp	SPED Coord	2002	M.Ed	Boston College
Lynn Andolaro	Spanish	2003	M.Ed.	Lesley University
Pauline Boudreau	Art	1991	M.Ed.	Lesley University
Pamela Dalton	Art	2001	M.ED	Cambridge College
Joanna Spinosa	Music	1993	BM	University of Hartford
Elizabeth Shepard	Instr. Music	1989	BS	Lowell State College
James Turner	Music	1995	BM	Berklee College of Music
Robert Sparkes	P.E.	1977	BS	Boston State College
Margaret Costello	P.E.	1992	BS	Boston State College
Judith McCarthy	Reading	2002	M.Ed	Boston State College
Beth Feldman	Reading	2002	BA	Hunter College
Penny Rogers	(.5) Reading	1995	M.Ed.	University of New Hampshire
Diane Vasapoli	SPED	2000	BA	University of Massachusetts

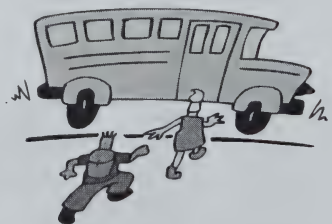
Alison Barton	SPED	1997	M.Ed.	Cen.Conn. State College
Heidi Canner	SPED	1988	M.Ed.	Lesley University
Elizabeth Scheld	SPED	1994	M.Ed.	Lesley University
Hope Marin	SPED	2001	MS	Simmons College
Dona McDuff	SPED	2000	M.Ed.	Salem State College
Jessica Farrell	SPED	2002	BA/BS	Syracuse University
Lori Nixon	SPED	2003	BS	West Virginia University
Susan Koniares	SPED	1997	M.Ed.	Boston College
M. Jane Bonaventura	Speech/Lang	1989	MS	Emerson College
Ellen Best	Speech/Lang	1993	M.Ed.	Tufts University
Debra Cushman	Psychologist	2003	CAGS	Tufts University
Virginia Simon	(.6) Psychologist	1986	M.Ed.	Tufts University
Kristin Delaney	LOA	1997	M.Ed.	Salem State College
Dorothy Patch	Library Media Spec.	2000	M.Ed.	Bridgewater State College
Rachelle Carroll	Library Media Spec.	2003	M.Ed.	Salem State College
Deborah Gaillard	LOA	1998	MA	Trinity College
Candyce Wainwright	Technology Spec.	1997	M.Ed.	Lesley University
Lois Reynolds	Technology Spec.	2002	M.Ed.	Lesley University
Jennifer Webster	Enrichment Coach	2000	BA	College of the Holy Cross

Tri-Town School Union Central Office

Bernard Creeden	Superintendent.	1980	Ed.D.	Boston College
Steven Greenberg	Business Manager	2000	MBA	Franklin Pierce College
Stephen Clifford	Dir. of Facilities	2001	BA	Mass Maritime Academy
Sharon Lyons	Special Education	2000	M.Ed.	Lesley University
	Director			

Mrs. Griffin Trust Fund

The Trust Fund provides for award, known as Mrs. Griffin Prizes, in the form of \$200.00 each; cash prizes given each year to the outstanding students in the graduating class of the Boxford Public Schools. The prizes, provided from the Fund established by her family, are in the memory of Isabelle Anne McManus Griffin, Teacher, Principal, Head Teacher and former resident of the Town of Boxford. The Fund was established in 1990 and the recipients for 2003 were Kevin Crotty and Bailey White



MASCONOMET REGIONAL DISTRICT HIGH SCHOOL

To the citizens of Boxford, Middleton and Topsfield:

During FY03, Masconomet undertook the important task of revising and reforming its business practices. In November, Chief Financial Officer, Susan K. Givens issued a report to the School Committee, in which she responded to the auditors' finding, and recommendations, detailing what steps the District has taken to address these findings. The report covers fifteen different areas ranging from the purchase order system to the treasury function. Readers can find the full text of Ms. Givens report at <http://www.Masconomet.org/super/SCwebsite/PressReleases.html>.

Increasing student enrollment continued to be the trend during FY03. The student population has increased rapidly since FY92. Masconomet reached its lowest enrollment in more than thirty years in 1992. Since then, Masconomet's population has nearly doubled and is projected to grow to 2121 in FY05.

The enrollment trend is fueled by growth within the towns and, to a lesser extent, by a decrease in the number of students attending private schools. Although the elementary population has actually begun to decline, the size of classes entering Masconomet will be continue to be larger than those leaving for several more years. Given the number of students currently attending the elementary schools in District towns, we calculate that Masconomet's enrollments will increase through FY08.

Each larger class entering seventh grade creates a compounding effect over a period of six years as the class moves through the system. Since 1992, these larger groups have been part of a continuing trend rather than a bubble and since 1998 every entering class has been larger than the entering class of the previous year. As a consequence, Masconomet has had to accommodate a steadily increasing population and these increases have placed significant demands upon the budget.

The Masconomet School Committee cannot control student population, but it is required to provide educational programs to all resident students. The School Committee completed FY03 with a budget for FY04 that reduced staff in spite of increasing enrollment.

A department-by-department report for the year 2003 can be found on our website at <http://www.masconomet.org>. We invite you to visit our website to read the detailed text of the department reports.

Sincerely,

Kathryn Hartmann, Chair
Masconomet Regional School Committee

NORTH SHORE REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE
Amelia P. O'Malley, Superintendent-Director

Enrollment

Student enrollment as of October 1, 2003 was 449. Students cite the interpersonal relationships with teachers, counselors, and administration, and the vocational programs as the reasons for application. There continues to be a shortage of space for classrooms, shop areas, the library and the cafeteria. In addition, an auditorium is needed.

Students participate in programs in Automotive Technology, Carpentry, Commercial Art, Collision Repair, Cosmetology, Culinary Arts, Information Systems Technology, CISCO, Graphic Arts, Health Technology, Machine Technology, Marketing and Information Systems and Masonry. In addition, our Job Skills Training, a special education program, also encourages inclusion into many of the technical/vocational areas.

Curriculum

The mathematics curriculum continues to evolve, with the addition of two new courses. Integrated Mathematics is a course for 11th graders, all of whom have had some level of algebra and geometry. It affords those who need further development before attempting Algebra II that opportunity. It also allows those who have not yet passed the MCAS Mathematics Test a year of further experience within the regular mathematics curriculum. The new addition in the 12th grade is a course in Discrete Mathematics. This is a college preparatory course for those students who have completed Algebra II successfully, but who do not have the skill or the interest for the rigor of Pre-Calculus. The course includes numerous important, interesting, but little known applications of mathematics to the operation of a complex modern society. Given the fact that there are more than fifty (50) 11th graders taking Algebra II, there should be a solid base of student interest for this course in the future.

MCAS scores in mathematics continue to improve, in spite of the difficulty of the test. Tenth graders, who took the test in May 2003, improved the school's first attempt passing rate from 68% to 75%. Additionally, 20 of the students who failed were in the highest score band beneath passing and should do better on their second attempt. * The two-year MCAS Prep sequence of classes appears to be paying off, as students become better grounded in the material required by the test. Perhaps more impressive is the fact that almost twice as many students (27%) scored in the "Proficient" range than last year (14%).

***Retest results brought passing rate to 87%**

This achievement reflects the larger number of students taking higher-level mathematics courses and the quality of instruction in those classes.

The Mathematics Team is becoming more popular and more successful, as well. Two teams from the 11th and 12th grades competed in the annual spring vocational school mathematics competition and gave a good account of them. A solid nucleus returns this year, as well as an indication of more widespread interest in participation. A representative from North Shore Tech also won the silver medal in the state VICA mathematics competition in each of the previous

years, and, while she has graduated, her success has generated interest in the younger students in carrying on our success.

Teachers in the English Department continue to access the present curriculum, through regular meetings, and discussions. Several teachers have attended workshops and conferences on the use of technology in English classes. In addition, teachers have received training on the use of wireless laptops. Teachers have begun to incorporate this new technology into their curriculum. Teachers continue to work with students to develop work to be included in portfolios. This year, the portfolio program has been expanded to include grades nine through eleven. As part of an overall review of department standards, teachers are assigning more outside reading at all grade levels. The academic coordinator developed a new annotated list of summer reading for each grade level. Teachers continue to analyze the most recent MCAS scores as a means of determining weak areas in the curriculum. To date, there is only one student within the class of 2005 who has not passed MCAS. Honors English classes continue in grades ten through twelve, with an in-depth study of the material, as well as further use of technology for research and analysis.

The Social Studies Department will continue to work on the new standards for their discipline. This will involve an analysis of the new guidelines, an examination of current curriculum, and discussions on how best to integrate the two.

The Technical Writing Program continues to be upgraded. An English teacher, with an extensive background in business, continues to work with vocational instructors to develop relevant writing assignments. Small projects, integrating writing and reading, are being incorporated into several vocational areas.

The foundation of the Title I program is a fifteen station computer lab dedicated to helping students to improve in spelling, reading comprehension, vocabulary, and writing skills. Students also strive to improve basic mathematical skills and concepts.

Each student's academic history is reviewed and an individualized program utilizing a variety of software programs is implemented. The software library includes curriculum materials that range from grade 1 to post high school, an SAT vocabulary review, and an ESL program. Students are required to read independently each day. High interest books written at various reading levels are

provided. In addition, students are reading current articles provided by an online subscription provider. This format offers students a wide variety of current reading materials, which include various vocational topics. Thus, students are given the opportunity to learn about topics that interest them, while they are improving their comprehension skills. Students are serviced by a certified reading instructor and a paraprofessional. The tutorial and small group instruction format has resulted in raising students' reading and comprehension levels. A mathematics component was added to the program last year to aid students deficient in that area.

Vocational -- Service Cluster

The portfolio initiative has also expanded into the junior year allowing students to reflect back on their achievements and to allow employers, teachers and parents a form of authentic assessment. The English Department has continued to develop technical writing assignments with the vocational teachers therefore integrating writing as part of the educational process in the shop. This enables students to see the importance of writing and communication skills.

All of these initiatives continue to help us provide students with the tools necessary to be successful in both the workplace and post secondary opportunities upon graduation.

Culinary Arts

Culinary is one of the programs that has piloted the "trade specific related." Chef Comeau is working with juniors and Chef DeSando has created a related curriculum with the seniors. The related class allows these talented Chefs to introduce concepts in a classroom setting and reinforce them during shop. These curricula will be adapted to include requirements from the Pro Start and Serve Safe national certification programs. The enthusiasm that exists in this shop is demonstrated by the fact that they have reactivated the Gourmet Club.

Graphics Arts

Graphics has purchased new PC's to allow students to work on both platforms. In addition, new design software has been purchased to allow students the opportunity to enhance their educational experience. The off set component of the Graphics program has also seen the addition of a new film to plate machine.

Health Tech

The Department of Education has approved our program to meet the criteria of Chapter 74. Students can now be trained to become a Certified Nursing Assistant in addition to the CPR and First Aid. An entry-level mental health-training program has been coordinated with Hogan Rehabilitation Center. Two additional computers with Internet access have been added to the shop allowing students the opportunity to perform research.

Marketing

In addition to the school store/bakery/copy center, which allows the students the opportunity to understand a retail operation the shop has expanded to include a video media component. Students will be exposed to the state of the art in video photography and editing equipment. Students are currently creating sports highlight videos and will be creating a video on each shop to be used as a marketing tool.

Vocational -- Technical Cluster

Carpentry/Masonry

The carpentry crews have completed a 12'x20' storage building for the Middleton Fire Department. They are currently rehabilitating a building at Lynch Park for the City of Beverly Parks and Recreation Department. The scope of the job includes: stripping and re-roofing, stripping and re-siding, re-framing and replacing exterior trim as required, and installing replacement windows.

The masonry crews have completed a stonewall for a resident of Middleton and have removed deteriorated entrance stairs from the St. Agnes Church, also in Middleton. The old brick stairs

were replaced with a more appropriate and impressive granite stairway entrance. The masonry crews are currently working on a 20'x32' addition at North Shore Tech. The project is adjacent to and behind the masonry and machine shops. The construction consists of 8" concrete block walls with a wood framed shed style roof. The resulting related classroom will be utilized by the Machine Technology, Carpentry, and Masonry departments

Automotive/Collision Repair

This year the Automotive shop continues to re-organize and improve its' curriculum and facilities. This year the Junior and Senior students have an additional period of related instruction. The purpose of which is to expand on the electronics element of the curriculum in order to better prepare students for employment or further education.

The shop has also obtained an additional national certification. Automotive Youth Educational System (AYES) is a program that collaborates schools with local auto dealers. Qualified students will be partnered with a local dealership and be assigned a mentor. This partnership will continue throughout the students' high school years and hopefully will develop into employment and/or educational opportunities. The participating dealerships and manufacturers further assist the school by providing equipment and vehicles for student training.

Information Systems Technology

The Information Systems Technology (hereinafter I.S.T.) Department recently completed Phase 1 of the Chapter 74 approval process. The I.S.T. instructors made a presentation of their curriculum content to the General Advisory Committee at the fall meeting on October 16, 2003. In addition to the presentation, a labor market survey has been mailed to local businesses in order to determine the job market in the field. Upon completion of Phase 1, the program will qualify for Perkins funding. The funding will be used to make changes necessary to complete the approval process.

The goal for the junior year is to complete the Cisco curriculum training allowing the senior year to be devoted to preparation and successful completion of the A+, Net Plus, and Cisco CCNA certifications. Sophomores, juniors, and seniors are all receiving programming instruction three afternoons during their shop cycle. Sophomores and juniors receive one hour each while seniors receive one and one half hours.

In addition to this, an I.S.T. "Help Desk" has been established. Junior and senior I.S.T. students offer "in house" trouble shooting, repair, and service for North Shore Tech computer hard and software.

Technology

We made system upgrades replacing our home built main server with a more reliable Dell Power Edge 2500 server and upgraded the Network Operating System to Netware 6.0. We installed system wide networked virus protection. We converted from a "hubbed" network to a "switched" network, replacing eight hubs with switches. This means that most of our users will get the full bandwidth available instead of sharing the bandwidth, hence increasing speed as they browse/use the Internet/Intranet. We replaced our in-house built "financial" server and the "NAV/DHCP" server with more reliable Dell Power Edge servers. These servers have Windows 2000 or 2003

server software for their respective network operating systems. The internal network has made a quantum leap in reliability and speed.

With the help of a SATL grant, we set up a “Help Desk” staffed by our Information Systems Technology students. This provides students with “hands-on training” servicing our faculty and staff with hardware and software related issues.

We received a Title IID No Child Left Behind grant and we have completed phase 1. We set up a “Itinerant Computer Lab” that provides us with “wireless laptop capability”. We purchased sixteen (16) laptop computers and the associated hardware to bring the computer lab to the general classroom; these are well received by faculty and students. We performed an extensive amount of professional development in “Assistive Technology,” exposing our faculty with the various “software/hardware” tools that supports computer applications for students with learning deficiencies. In September, we received the approval of the second phase of a “No Child Left Behind” grant for \$125,000. This allows us to continue expanding our “wireless laptop” capability.

We plan to purchase two more carts to house sixteen (16) and twenty-four (24) laptops respectively. We will have three wireless carts with fifty-six (56) laptops. Incorporated in this grant is extensive professional development to train the faculty and staff in basic and advanced skills utilizing technology in the classroom that should result in improved student performance.

Approximately two hundred-fifty seven (257) computers are in use in the District, twenty-five (25) are laptops. One hundred eighty-one (181) are used for instruction and seventy-six (76) by the Administration/Faculty. The student to computer ratio is 2.24:1 well within the 5:1 requirements by year 2003 from Department of Education. We meet all the major “Local Technology Plan Benchmark Standards for Year 2003” from the Department of Education; we have an approved Technology Plan from the Department of Education.

The schools web page (<http://www.mec.edu/nsths>) is updated daily.

Special Education Department

In conjunction with our school-wide professional development program, both special education and general education teachers are receiving a series of district-wide trainings throughout the year on a variety of special education topics. Teachers have, thus far, attended a presentation given by Dr. Kent Rude and Dr. Mark Steward on Non-Verbal Learning Disabilities. Upcoming topics planned are adolescent depression, attention deficit disorder, and language-based learning disabilities.

The Special Education Department is evaluated annually, as required by the law of all public schools, to measure the effectiveness of our programs in assisting students to achieve and goals set forth in their IEPs in the least restrictive environment. A variety of data is examined and analyzed to delineate possible administrative and service areas in need of improvement and/or development. In addition, the Department of Education conducts regular coordinated program reviews. Our mid-cycle program review occurred this past January. North Shore Technical High School’s overall compliance with PL 94-142, IDEA, and Chapter 766 continues to be excellent. Parents are ensured due process rights and special education programs fulfill all requirements of state and federal laws. In our evaluations, the special education staff is commended for their

flexibility, dedication and willingness to work and collaborate to provide appropriate services for all students with special needs, while maintaining high academic standards.

Athletic Department

The Boy's Basketball experienced a re-birth during the 2002-03 season. Under the direction of first year head coach, Paul Worth, the basketball program grew both in numbers of participants and in its competitive level of play. There were enough players to support three teams; varsity, junior varsity, and freshmen.

The spring of 2003 saw the start of co-op baseball and softball with Essex Aggie. Although there were no boys that came over to play baseball, there were plenty of athletes to field three teams. The varsity baseball team took home a League Championship and qualified for the state tournament.

Over seventy (70) students participated in Football over the season. Once again, the varsity team played a very hard non-league schedule and although losing those games, fared well and helped to raise the level of play. The team finished with a 6 – 5 record and finished 2nd in the division.

The Co-op program with Essex Aggie continues to develop. This year we added soccer, baseball and softball to the sports for which we co-op with Essex. The additional athletes allowed us to start a Junior Varsity program for the first time in soccer.

School-to-Work/Placement

The class of 2003 saw 35% of the graduates matriculate at two or four year post-secondary institutions, 45% were placed in jobs related to their vocational/technical program and 6% began a full-time military commitment. North Shore Technical High School continues to offer permanent placement service including career guidance to all graduates.

The Cooperative Program is now linked to the school's web site, which enables the employers and parents to view this resource. New and creative initiatives are an on going process for the Cooperative Education Program.

School Social Worker

The School Social Worker is the coordinator and supervisor of a Peer Mediation Program at North Shore Tech, now into its third year. The School Social Worker does the recruitment of new student peer mediators and provides the training of new and returning students. The School Social Worker is the coordinator of school's Crisis Response Team, is one of the Title IX (Sexual Harassment) Coordinators, serves on the school Safety Committee, and is the Homeless Education Liaison to the Department of Education.

Health Office - School Nurse

The 2002-2003 school year brought exciting changes to the health office. The health office was relocated to room 127. Office space was tripled and windows now provide natural lighting. There is plenty of space to treat injuries and illnesses, counsel students privately, and for student's to wait. The separate cot room is furnished with two cots with a privacy curtain available if needed. The size of the room has proven to be adequate during emergencies requiring the assistance of the

Middleton Fire Department. The treatment area is open and furnished with a space saving exam table. The cabinets and counter space provides ample working and storage space for the treatment area. The Enhanced School Health Grant through the School Health Division of the Department of Public Health awarded \$6485 for use in the relocation and furnishing of the new health office. These funds were received May 2002. The Commonwealth of Massachusetts did not fund the grant for the 2002-2003 school year.

The health component of the MMS system was used exclusively to document student visits and nursing care. Computerization of immunization records for all students was completed.

Building and Grounds

The areas under the front and back staircases were enclosed to create storage spaces. The front is used for bulk paper and the back is used for Health Technology storage. This created more classroom space for this newly certified vocational program.

A related classroom was built in the back of the machine shop and airlines were installed at every work area to reduce the clutter from air hoses on the floor.

New ceiling tiles were installed in the kitchen area and the lighting was upgraded as well.

Transportation Department

The Transportation Department has a fleet consisting of 16 buses, eleven-71 passenger buses, four-16 passenger buses, and one-35 passenger bus. The Transportation Department provided transportation to and from school on a daily basis for approximately 420 students. The number of late buses and sports late buses remained at four. The number of students involved in sports, MCAS Prep, driver's education, Drama Club, and other after school activities continues to increase, therefore the number of students using the late buses and sports buses has increased again this year.

Adult Education

Adult Evening Education at North Shore is a self-supporting program that offers more than sixty (60) vocational-technical classes that enhance the professional and personal lives of the adult members of our community. The Program serves nearly one thousand (1,000) adult students participating in a wide variety of courses. Popular fields of study include: computers, health, construction, welding and machine technology, culinary, automotive, business and personal finance. A number of courses have state approval for professional and trade license preparation.

Business Office

We are in the process of implementing GASB 34. We purchased and installed the fixed asset application for our accounting software and are finalizing the fixed asset inventory. We will be in compliance with GASB 34 by June 2004.

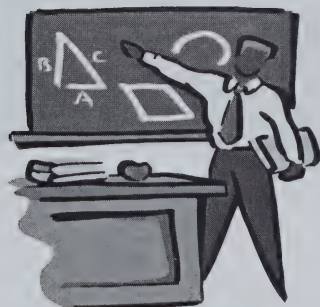
The Department of Revenue has certified the amount in our excess and deficiency account as of July 1, 2003 at \$463,038. We will be reducing the fiscal year 2004 community assessments by \$68,066. The final billing in March 2004 will reflect the reduction.

Funding Issues

The Fiscal 2005 Budget preparation is currently in process and will be presented to the District's Finance & Property Policy Sub committee in February and subsequently to the District's School Committee. At this point, we have not received any financial data pertaining to fiscal 2005 from the Department of Education.

North Shore Regional Vocational School District Committee

Beverly	Dean Porteous
Boxford	
Danvers	Russell Fravel
Essex	George R. Harvey, Chairman
Gloucester	Joseph Parisi, III
Hamilton	David W. Ketcham
Lynnfield	Paul Anderson
Manchester-by-the-Sea	Joseph Sabella
Marblehead	Marcia Sweeney, Vice Chairman
Middleton	James E. Vining
Nahant	Thomas F. Johnson
Rockport	G. Stanley Patey, III
Salem	Thomas St. Pierre
Swampscott	Mary Marrs, Secretary
Topsfield	Richard Darrah
Wenham	William O. Nichols





DEPARTMENT OF PUBLIC WORKS

(DPW)

2003



Department of public works Garages and Office

DEPARTMENT OF PUBLIC WORKS

With the retirement of long time employee William Marston we had big shoes to fill. I would like to take this time to thank Bill for his dedicated years of service for the Town of Boxford. The D.P.W. faced a large project or at least large for us, Spofford Rd. The job consisted with 2,700' of road construction. 705' of drainage, which was done by John D. Hartnett of Newburyport, MA. The D.P.W. also constructed **THE GREAT WALL OF BOXFORD** a 350' stonewall at the height of 10' this process was done in house and took almost 8 weeks. I am very proud of the hard work my crew did. This was a large cost saving for the town. We also had the pleasure of moving all the town offices into the New Town Hall at 7A Spofford this took place on the coldest of the cold days and that made it more difficult but we did prevail. I would like to personally thank my crew for all their hard work on these tasks I could not have done it without them.

FULL DEPTH RECLAMATION:

The following roads were crushed and graded with a Base coat of 2 ½" of dense binder.

Main St From Hickory Ln.. to Middleton Rd.	2940x23
Ipswich Rd. from Main St. to NA Line	4020x24
Spofford Rd.	2700x18

Total: 1.92 miles

PAVING: 1 ½ " Of top coat was applied to the following roads

Chapman Road	2200x20	Round Top Rd.	2290x20
Campground Road	1660x20	Chapman Way	310x20
Pine Plain Road.	1500x20	Lantern Lane	808x20
Cedar Street.	1659x22	Cedar Knoll	721x19
Tops Rd. Cross to Cahoon	975x25	Tops Slbk to line	1816x25.5'
Hemlock Rd.	1360x20	Ipswich Rd.	5972x23

Total: 3.91 miles

HOT IN-PLACE RECYCLING:

Pine Plain Road	1040x20	Ipswich Rd.	4219x23
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Total: 1.00 mile

SHOULDER WORK:

We continue with our shoulder work program, which down to a two man process and still very productive. We plan to continue it this coming year.

DRAINAGE:

40' of 12" pipe was installed at 174 Lakeshore Rd.
1,490' 12"-inch perforated high density polyethylene pipe, Spofford Rd.
425' 15"-inch perforated high density polyethylene pipe, Spofford Rd.
100' 18"-inch perforated high density polyethylene pipe, Spofford Rd.
110' 12"-inch ductile iron pipe, Spofford Rd.
115' 12"-Reinforced Concrete pipe, Spofford Rd.
20' 15'-inch Reinforced Concrete Pipe, Spofford Rd.
35' 18"-inch Reinforced Concrete Pipe, Spofford Rd.
29 catch Basins, 21 Manholes, 3 5-foot diameter manholes, 2 Pre cast Concrete storm sceptors.
Most of the work was part of the Spofford Rd. drainage project The work was done by John D. Hartnett & sons of Newburyport, Ma
Many catch basins were raised for pavement or repaired

CATCH BASINS:

There were 720 catch basins cleaned.

STREET SIGNS:

We replaced 10 stop signs, 12 street name signs, 16 speed limit signs and 20 regulatory signs.

TREE WORK:

With the help of outside contractors we removed 15 Maple, 42 Oak and 18 Pine, and 7 Ash trees

ROAD LINE PAINTING:

185,634 linear feet of yellow centerline and 248,567 linear feet of white fog lines,
71 stop bars and 7 cross walks were painted.

WASTE OIL RECYCLED:

We collected 1,226.3 gallons of waste oil and used it to heat the DPW Garage.

PARKS AND GROUNDS:

With further budget cut in the future our parks department keeps taking a big hit which limits some of the projects we would hope to begin. It also cuts down in some of the services you have seen in the past. We apologize for this but have no choice. We will continue to do the best job we can with what we are given.

SWEEPING:

All roads and parking lots were swept in the spring.

SNOW AND ICE:

The winter hit us hard we plowed 12 times with the total accumulation of over 5' of snow. We got hit hardest on Dec. 6-7 30" which caught a lot of people off guard we had blizzard conditions for more than 24 hours although we had some break downs we never lost any roads, which says a lot for our department. Our men worked 36 hours with minimal breaks. Since that storm the temps plummeted to record lows of -10 below with temps that low we change from plowing to sanding. Which is very time consuming and affects the supply account and the overtime. We look forward to another big winter and we are up for the challenge.

David E. Durkee, Superintendent
Department of public works

MEMBERS OF THE DPW

Robert Dole
Peter Durkee
Bill Marston
David Noyes
Eric Wendell
Myron Ricker III
Phillip Richardson
Raymond Lewis
Christine Moyer

Foreman
Parks Foreman
Retired
Lead Operator
Equipment Operator
Equipment Operator
Equipment Operator
Truck Driver
Account Clerk 1

HEALTH AND INSPECTIONS

Board of Health

Health Agent Report

Animal Inspector

Building Inspector

Plumbing and Gas Inspector

Wire Inspector

Sealer of Weights and Measures

Visiting Nurses Association

BOARD OF HEALTH

The Board of Health regulates private septic systems, food service establishments and waste disposal issues for horse stables; provides approvals for construction of private water supplies; manages town trash collection, and hazardous waste collection day; funds elderly health care and immunization clinics; and handles issues of contagious and reportable disease. The board held 15 meetings in 2003 to address these issues.

Review of the Waste Management Contract: A four-year contract with J.R.M Hauling and Recycling for trash and recycling collection became effective July 1, 2003 for Fiscal Years 2004 thru 2008.

Certification of Completion of Closure for the Boxford Landfill: The Town is addressing the deficiencies outlined in the letter with the intention of securing the Certificate of Completion later this year.

Community Preservation Committee- Affordable Housing: Several affordable housing projects have been discussed with the Board during the past year. A major challenge with most proposed projects appear to be complying with applicable septic system and well regulatory and design requirements.

Landfill Land Re-Use: The Board discussed the possibility of additional new construction on the Town-owned property around the Boxford Landfill located at Spofford Pond Road. In light of the asbestos remediation problem at the recently completed Town Hall construction project the Board has drafted regulations addressing requirements for any additional construction on the Town-owned property containing the Landfill. These regulations will be finalized following public review and discussion.

SEPTIC SYSTEMS

The Board of Health held 26 variance hearings on upgrades of failed septic systems.

BOARD OF HEALTH MEMBERS AND STAFF

The Board of Health employed Kendell Longo as Health Agent and Roberta Cody as Administrative Assistant/Assistant Health Agent.

Our meeting place is scheduled for Meeting Room #1 in the Boxford Town Hall on the first and third Wednesdays of each month starting at 7:30pm. We invite you to attend and contribute to our meeting.

Mark Mitsch, Chairman
Barbara Stanley, Vice-Chairman
Thomas Dusel, Treasurer
Louise Kress, Clerk
Walter McPartlin /David Phoenix

TITLE V SEPTIC REPAIR BETTERMENTS

To date 20 loans have been made. Of those, 11 have been paid off in full and currently 9 loans are outstanding. This program ended in March 2003 and a balance of \$156,781.05 is the outstanding amount of all loans as of June 30, 2003 to be repaid by homeowners over the next 19 yrs.

HEALTH AGENT ACTIVITIES

The following is a summary of work performed by the Health Agent for the year 2003:

Food Service Inspections	23
Summer Camp Inspections	9
Septic Systems Repaired/Installed	79
Septic Installation Inspections	395
Soil Evaluations	53 perks -106 deep holes
Well Permits	26
Complaints Investigated	2
Disposal System Installers Licensed	53
Certificate of Compliance	40

Kendell Longo, Health Agent



INSPECTOR OF ANIMALS

The Commonwealth of Massachusetts, Bureau of Animal Health, requires that each town appoint an Inspector who shall make regular and thorough inspection of each premise on which there are domestic animals, in accordance with M.G.L. Chapter 129 section 19. Such inspections are necessary to insure humane and proper care of all livestock, to guard against outbreaks of contagious disease, and to provide a census of animals in the state.

Summary of the 2003 inspections: 245 horses, 12 ponies, 13 miniature horses, 4 donkeys, 44 goats, 35 sheep, 1 pet pig, 11 head of cattle, 5 llamas, 7 alpacas, and 2 emus.

The Town of Boxford requires Stable Licenses for all residents who keep horses on their property. Regulations and applications are available at the office of the Health Agent.

Under Massachusetts state , all bites, whether caused by wild or domestic animals must be reported to the Animal Inspector. In 2003, 12 incidents involving domestic animals were reported. Ten-day quarantines were completed without complication in all cases.

Animal Inspectors are also required to investigate and issue quarantines in cases concerning possible rabies exposure to domestic animals. Sixteen such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. All quarantines were completed without incident. Three additional quarantines carry over into 2004. Owners please keep all pets current on rabies vaccinations – it is very important for the safety of your pet and your family.

Anyone with concerns about livestock health or welfare or questions concerning rabies and quarantine procedures, please contact me.

Respectfully Submitted,
Allison Hayes, Animal Inspector



BUILDING DEPARTMENT

There were 264 building permits issued for the year 2003. The following is a breakdown of type, cost of construction and fees collected. Average cost of construction for new homes was \$402,153.85 and the average fee collected for 2003 for new homes was \$3,255.00.

<u>TYPE OF PERMIT</u>	<u>QTY ISSUED</u>	<u>COST OF CONSTRUCTION</u>	<u>FEE COLLECTED</u>
Accessory Apartments	4	\$ 212,200.00	\$ 1,697.60
Additions	22	1,962,050.00	15,956.72
Additional Fees		--	275.00
Alterations	4	39,000.00	288.00
Attached Garage	7	673,750.00	5,388.00
Barns	3	69,490.00	394.40
Commercial	1	20,500.00	164.00
Deck/Porch	27	364,625.00	3,133.80
Demolition	2	2,865.00	80.00
Garage	8	272,700.00	2,180.00
Homes	13	5,228,000.00	42,232.00
Other	3	222,500.00	1,816.00
Pools	27	536,185.00	2,218.00
Renovations	58	1,690,232.00	13,730.58
Roofing	41	361,170.00	3,150.00
School/Camp	11	--	360.00
Sheds/Gazebo	10	136,200.00	928.00
Siding	11	132,305.00	931.60
Sunroom/Greenhouse	5	164,508.00	1,318.40
Wood Stove/Chimney	7	5,500.00	284.00
GRAND TOTALS	264	\$12,093,780.00	\$ 96,526.10

Kenneth A. Ward,
Inspector of Building



BUILDING DEPARTMENT

ELECTRICAL INSPECTOR

There were 267 electrical permits issued for 2003. Fees collected totaled \$21,844.52. Of these fees \$340.00 were collected for additional fees.

David L. Levesque,
Electrical Inspector



PLUMBING AND GAS INSPECTOR

There were 124 plumbing permits issued for 2003. Fees collected totaled \$9,220.00.

There were 139 gas permits issued for 2003. Fees collected totaled \$8,610.00.

Combined plumbing and gas permits issued for 2003 were 263. Total fees collected for plumbing and gas permits were \$18,090.00. Of these total fees collected \$260.00 was for additional fees.

David Leavitt,
Plumbing & Gas Inspector



SEALER OF WEIGHTS AND MEASURES
Robert H. Cronin

The Sealer of Weights and Measures made the following sealing in the year 2003:

1.	Community Store, Elm St., East Boxford (Checked and sealed two (2) gas pumps	\$16.00
2.	Ingaldsby Farm Stand, Washington St., W. Boxford (Checked & sealed one (1) scale)	6.00
3.	Harry Lee Cole School, 26 Middleton Rd, Boxford (Checked & sealed one (1) scale)	. n/c
4.	Spofford Pond School, Spofford Rd, Boxford (Checked & sealed one (1) scale)	..n/c
5.	Boxford Department of Public Works (Checked and sealed two (2) gas pumps	n/c
6.	Paisley Farm Stand, Washington Street (Checked & sealed two (2) scales)	\$12.00

Total turned over to the Treasurer	<u>\$34.00</u>
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Robert Cronin
Sealer of Weights & Measures



**VNA CARE NETWORK, INC.
2003 ANNUAL REPORT
TO THE
BOXFORD BOARD OF HEALTH**

Lori Silva, R.N., B.S.N.
Preventative Health Specialist
VNA Care Network
5 Federal Street
Danvers, MA 01923

1-888-663-3688 ext. 1267

OVERVIEW

In 2003, the VNA Care Network provided public health nursing services for the Boxford Board of Health. A summary of 2003 service delivery is provided in this report for the following service elements:

1. Elder Health Clinics
2. Health Education & Screening
3. Flu Immunizations
4. Communicable Disease Follow-up
5. Publicity
6. Donations

**ELDER HEALTH CLINICS
SCHEDULE FOR BOXFORD ELDER KEEP WELL CLINICS**

*These clinics are free and open to residents age 60 and over. Run by VNA Care Network community Health nurses, services include health assessments; blood pressure screening; weight, pulse, heart and lung monitoring; medication and diet discussion; and blood glucose testing and screening. Appointments may be made by calling the VNA Care Network at (800) 663-3688 ext. 5603. The clinics are funded in part by the **Boxford Board of Health (BOH)**, Elder Services of Merrimack Valley (ESMV), client donations, VNA Care Network funds and in-kind services.*

Four Mile Village (ESMV*)	1 st Wednesday, 9:30 - 11:30 a.m.
Four Mile Village (BOH)	2 nd Wednesday, 9:30 - 11:30 a.m.
Four Mile Village (ESMV*)	3 rd Wednesday, 9:30 - 11:30 a.m.
Boxford Senior Center (BOH)	4 th Wednesday, 9:30 - 11:30 a.m.

2003 BOXFORD ELDER HEALTH CLINIC ATTENDANCE

<u># Clinic Visits</u>	<u># Participants</u>
4-Mile Village	265
Senior Center	<u>90</u>
TOTAL CLINIC ATTENDANCE	355

HEALTH EDUCATION & SCREENING 2003

Activity

Cholesterol Screening	21
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IMMUNIZATIONS VACCINE ADMINISTRATION

Flu Vaccines <i>(given to Boxford Residents aged 18 and over)</i>	392
Boxford Council on Aging	
10/31/03	

* Funding for these clinics from ESMV was discontinued as of 9/30/03. VNA Care Network has absorbed the costs for these clinics as an in-kind service as of 10/1/03.

BOXFORD COMMUNICABLE DISEASE FOLLOW-UP 2003

Lyme Disease	20
Salmonella	1
Campylobacter	4
Hepatitis C	3
Giardia	2
Meningitis (aseptic)	1
Animal Bite	1

COMMUNICABLE DISEASE FOLLOW-UP GRAND TOTAL	32
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PUBLICITY

The clinics are advertised on an on-going basis in the *Salem Evening News*, *Tri-town Transcript*, *Lawrence Eagle Tribune*, *Boston Globe* North Weekly Section, and Boxford Council on Aging Newsletter. Information is also dispersed at Health Fairs and in internal publications such as patient admission folders, which allows for additional referral sources. Clinic schedules are also

listed on our web site www.vnacarenetwork.org . Postings on other website are made through state of the art technology.

DONATIONS

A donation container and confidential envelopes are available at clinic sites for those wishing to make donations. In addition, a prominently displayed colored poster continues to enhance donations. Additionally, a letter describing the donation plan is available for all participants. No one is denied services if unable to contribute.

We acknowledge in writing all donations made by check, and new clinic participants receive a contribution letter. Increased donations budgeted in the next year, if received, will be targeted to health education and screening programs.

Donations are deposited immediately following each clinic, and individual clinic accounting records are kept designating all donations in support of the clinic where they were given.



**PLANNING AND ENVIRONMENTAL
PROTECTION**

Community Preservation Committee

Conservation Commission

Boxford Land Committee

Planning Board

Zoning Board of Appeals

THE COMMUNITY PRESERVATION ACT COMMITTEE

The Community Preservation Act (CPA) allows communities in Massachusetts to establish a fund that may be spent for certain open space, recreational, historic resource and affordable housing purposes. CPA funds are raised through a local property tax surcharge coupled with matching funds from the state. In May 2001, the voters of Boxford adopted the CPA, approving a 3% surcharge on most property taxes paid by town residents.

In 2003, Boxford received another round of matching funds from the state. Our grant of \$375,808 was equal to 100% of the amount we collected locally through the 3% surcharge. Current projections show that Boxford should receive a 100% match again in 2004. That's a large sum of money that we will be able to use for a variety of projects right here in Boxford!

Boxford's nine-member Community Preservation Committee (CPC) has been working over the last year to make the best use of our growing CPA funds. Some of the 2003 highlights:

- Adding to Boxford's affordable housing stock has been our top priority this past year. Our goal is to help fund housing that adds to the rural character of the town, while at the same time providing a place for town employees or others to live affordably in Boxford. Work is underway to write a comprehensive housing plan to guide Boxford's progress on this issue. CPA funds were used to hire a consultant in 2003 to complete this plan for the town.

- Another area of concentration for our committee has been the historic resource of Boxford. In 2003 we created a master list of all historic properties in town to guide us as we evaluate projects. The CPC is currently working on projects to help protect important historic vistas and other resources in the Boxford Village Historic District.

- Using CPA recreation funds, construction began on a community path covering a half-mile section of Georgetown Road in East Boxford. Completion is expected in spring 2004 so that walkers, joggers and others can enjoy the path. The CPC is looking for public feedback on this section of path as we evaluate its possible expansion.

A reminder to moderate income Senior Citizens and low-income households in Boxford: You may be eligible for an exemption from your 2004 Community Preservation Act tax surcharge if you meet certain criteria. Please contact the Boxford Assessors' office at 978-887-6000 ext. 141.

Lastly, Boxford's CPC is always looking for public input on potential projects; please contact the committee through the Boxford Board of Selectmen's office.

Stuart Saginor, "at large" member, Chairman
Holly Langer, Planning Board appointee, Vice Chair
Judith Carr, "at large" member (Boxford Council on Aging)
Peter Delaney, Housing Partnership Committee appointee
Virginia Havey, Historic Districts/Historical Commission appointee
Joseph Callahan, "at large" member (Board of Selectmen)

Julia Mathews, Conservation Commission appointee
Nancy Merrill, Recreation Committee appointee
Timothy Gray, “at large” member



CONSERVATION COMMISSION

The Boxford Conservation Commission is composed of seven volunteer members appointed by the Board of Selectmen for renewable three-year terms, and is supported by a full-time Director and a part-time Assistant Administrator. The Commission has a primary role in administering the following statutes and regulations:

- Massachusetts Wetlands Protection Act, M.G.L. Chapter 131, Section 40;
- Massachusetts Wetland Protection Regulations at 310 CMR 10.00;
- Town of Boxford Wetlands Protection Bylaw, Town Code Chapter 192;
- Town Wetland Protection Regulations at Town Code Chapter 375.

The Commission is also involved, in coordination with other governmental bodies, in numerous other regulatory activities including the following:

- Administration of the Massachusetts Public Waterfront Act, M.G.L. Chapter 91 and associated Public Waterfront Regulations at 310 CMR. 9.00;
- Classification of forest land and agricultural land under M.G.L. Chapters 61 and 61A;
- Review of housing development plans under M.G.L. Chapter 40B; and
- Review of forest management plans under M.G.L. Chapter 132

In addition to the statutes and regulations listed above, the Conservation Staff reviews permit applications received by the Planning, Building Inspection and Public Health offices as part of an internal review to determine if the proposed activity involves matters within the jurisdiction of the Conservation Commission. In most cases, this sign-off process involves a visit to the site to verify the absence or presence of wetland.

The Commission holds public meetings on the first and third Thursdays of each month, or as otherwise announced. Meetings normally begin at 7:30 p.m., and beginning in February of 2004 will be held at the Boxford Town Hall. During the month of January, 2004, meetings will be held at the Community Center at 4 Middleton Road. The Commission's office is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000. ext 506.

There were a total of 24 public meetings held by the Conservation Commission during 2003, as well as numerous site walks at proposed project sites. There was a noticeable drop in the number of filings of Notices of Intent in 2003 compared with 2002, and a corresponding drop in the number of Orders of Conditions issued. The number of Requests for Determination of Negligible Impact also declined somewhat. There was a noticeable increase, however, in enforcement activity as reflected in the number of Violation Notices, Enforcement Orders and tickets issued. The number of Requests for a Determination of Applicability also increased in 2003 compared to 2002.

Summary of Application, Permit and Enforcement Activity

2000	2001	2002	2003	Type of Activity
37	52	46	27	Notices of Intent Received
33	46	43	30	Orders of Conditions Issued
5	6	2	1	Amended Orders of Conditions Issued
2	4	2	0	Abbrev. Notice of Resource Area Del. Received
4	2	2	2	Orders of Resource Area Delineation Issued
29	21	17	22	Requests for Determination of Applic. Received
26	23	16	17	Determinations of Applicability Issued
12	11	24	16	Requests for Det. of Negligible Impact Received
11	11	19	11	Determinations of Negligible Impact Issued
32	49	47	51	Certificates of Compliance Issued
10	17	12	9	Permit Extensions Issued
8	4	4	12	Violation Notices Issued
6	3	3	5	Enforcement Orders Issued
10	4	3	6	Tickets Issued
na	180	219	220	Sign offs

Conservation Land Acquisition and Management

The Conservation Commission's primary duties include reviewing and issuing wetlands-related permits and monitoring permitted land development activities, but the Commission also promotes the acquisition of land within Boxford for conservation purposes, and manages all land so acquired.

In 2003, the town completed the acquisition of the 135-acre parcel known as the Wunnegen Conservation Area off Crooked Pond Drive and Burning Bush Drive in east Boxford (formerly known as the Sawyer-Richardson property). Of the total purchase price of \$4.75 million for the property, the Town of Boxford provided \$3.25 million. The majority of the Town's contribution came from funds set aside through the community Preservation Act. A total of \$1.0 million towards the purchase price came from the Massachusetts Department of Environmental Management (in return for a Conservation Restriction held by DEM), and \$200,000 came from a grant from the federal Land and Water Conservation Fund. The Essex County Greenbelt Association provided a grant of \$100,000, and \$270,000 came from BTA/BOLT. The BTA/BOLT grant was raised from private contributions and private foundations, including \$15,000 from Fields Pond Foundation and \$12,500 from Sweet Water Trust.

The Wunnegen Conservation Area property abuts a 2,000-acre corridor of open space, including the Boxford State Forest and Phillips Wildlife Sanctuary. It contains miles of hiking trails, as well as extensive forests, wetlands, and an impressive scenic overlook above a large rock outcrop. The property is home to 26 vernal pools, and two Species of Special Concern (the Four-toed Salamander and Mystic Valley Amphipod), as well as countless other wildlife species.

The Conservation Commission continues to work with the Boxford Trails Association/Boxford Open Land Trust (BTA/BOLT) to manage the Town's open space and conservation land. Volunteer Ralph Abruzzese constructed a fenced-in parking area for 10 vehicles at the Wunnegen Conservation

Area, and Ross Povenmire assisted BTA/BOLT volunteers in constructing rustic boardwalks through wet trail sections within the property. The Conservation Commission and its staff has worked in close coordination with BTA/BOLT on a variety of efforts to improve trails, horse bridges, and emergence access to open space areas throughout town.

During 2003, management of selected conservation areas as agricultural fields and wood lots continued on parcels known as the Haynes Field, the Lord Hay Field, and the Mill Brook Farm Field. The agricultural lease for the Mill Brook Farm Field expired at the end of 2003 and will be sent out to bid during the winter of 2003-2004. The Witch Hollow Field at the intersection of Main Street and Ipswich Road was re-licensed to Lawrence Morris for a period of five years. Under the terms of his license, Mr. Morris will continue to manage the field for ground nesting bird habitat.

In the early summer of 2003, the Commission mailed an informational brochure to all Boxford residences entitled "Wetlands Protection in Boxford: A Homeowner's Guide." The guide explains the importance of wetlands, ponds and streams, the laws that protect them, and provides guidance on topics such as: how and when to contact the Conservation Commission, and the benefits of environmentally friendly lawn care.

In September of 2003 the Commission oversaw the construction of a culvert and driveway providing access to the Lockwood Forest from Lockwood Lane. The new culvert and driveway will provide all season access to popular public trails and horse riding areas within the Forest. The work was funded from the Town of Boxford's Wetland By-law account administered jointly by the Conservation Commission and the Board of Selectmen.

In October of 2003 the Commission oversaw the installation of two beaver deceivers, one in Towne Pond and another in a tributary stream to Stiles Pond located just outside the Wildcat Conservation Area. The Town of Boxford paid for a portion of the Wildcat beaver deceiver from the Wetland By-law account because the deceiver ameliorated flooding of public trails within the Wildcat Conservation Area. It appears likely that Boxford will see increasing beaver activity for the foreseeable future, with a corresponding increase in demand for beaver management.

A group of Boxford citizens interested in the management of conservation properties, known as the Conservation Land Management Study Group, continues to provide useful suggestions to the Conservation Commission. Ross Povenmire met with the group and reached agreement on shared maintenance of the information kiosks located at key trailheads and open spaces around town. Anyone interested in joining the Study Group may contact the Conservation Commission office at 978-352-2538.

Conservation Commissioners and Staff

Michele Girard began work as the Assistant Administrator in April of 2003, replacing Richelle Denney, who resigned in January to devote time to her new family. Michele has a Master's Degree in Resource Management and Administration, and was the author of a Master's project entitled *How Horses Pose Problems for Conservation Commissions*. She is a member of the Town of Harvard Conservation Commission, and on the Board of Directors of the Massachusetts Association of Conservation Commissions (MACC).

Commissioners and staff participate in conferences and trainings throughout the year. In May, Lana Spillman, Vice Chairman of the Boxford Conservation Commission, was one of the first five graduates of the MACC Advanced Training Program.

In June of 2003 Ken Pruitt resigned from his position as Director of Conservation in Boxford and began work as the Executive Director of the Massachusetts Association of Conservation Commission (MACC). Ken's many contributions to the Town of Boxford were gratefully recognized and enthusiastically applauded by members of the community.

At the same time, Ross Povenmire began work as the new Director of Conservation. Ross is an attorney and licensed landscape architect. He has a Master's Degree in Forestry and years of experience in environmental consulting and regulatory work. He was recently a Senior Environmental Analyst for Northeast Utilities, and is the author of numerous articles including the *Northeast Utilities Environmental Handbook for Employees* and *Brownfields and Environmental Justice – New Ways to Save the Environment*. He was until recently a member of the City of Haverhill Conservation Commission, and is a founding member of the Haverhill Lakes Alliance.

Peter Richards joined the Commission as an Associate Member in December of 2003. Mr. Richards is an Environmental Analyst with the Massachusetts Department of Environmental Protection, with experience in waste site clean-ups.

Special thanks go out again to Jane Coe for her 17th year (!) of outstanding service to the Commission as Minutes Secretary.

Ross Povenmire, Conservation Director

Voting members (term ends): Harry Reifel, Chairman (6-30-06); Lana Spillman, Vice-Chairman (6-30-06); Frank DiLuna (6-30-05), Julia Mathews (6-30-04 – also the Commission's liaison to the Community Preservation Committee), Pat Morris (6-30-04), Ron Dechene (6-30-06), Theodore Coogan (6-30-05).

Associate (non-voting) members: Peter Delaney (6-30-04), Susan Comeau (6-30-04), and Peter Richards (6-30-04)

BOXFORD LAND COMMITTEE

The Land Committee consists of five members: one from the Conservation Commission, one from the Planning Board, one from the Finance Committee, and two Members at Large. Our charge is to review and recommend potential acquisitions and to categorize and prioritize parcels of land for open space, conservation, active recreation, and municipal needs, conforming to the Master Plan and the Open Space Plan whenever possible.

During 2003 the Land Committee has been working closely with the Community Preservation Committee trying to provide a site for Community Housing sometimes referred to as affordable housing fulfilling an obligation under the Act. The Boxford Housing Trust a non-profit corporation has been formed and they have begun working with the Land Committee relative to Community Housing. The Land Committee is currently looking at various parcels with a focus on active recreation, a possible third school site, and locations for potential community housing.

For 2004 the Committee will meet on the second Wednesday of each month at Town Hall. This upcoming year the Committee hopes to focus on municipal needs and work with other town committees to determine how best to meet the long and short term needs of the town.

Peter Delaney (Associate Conservation Commission) Chairman
Robert Gore (Planning Board)
Peter Bernardin (Finance Committee)
Natasha Grigg (Member at Large)
Linda Young (Member at Large)



**Boxford's newly acquired "Wunnegen Conservation Area"
Formerly known as the Sawyer-Richardson Property**

PLANNING BOARD

Subdivision Activity

The Planning Board received only the Oak Brook Drive Preliminary Subdivision during this fiscal year. The Board voted to deny this subdivision. Therefore there were no new subdivision lots added in 2003 compared to the same number of lots in 2002.

Approvals Not Required

The Board reviewed 12 applications under the process of “Approvals Not Required” (ANR) dealing with lot line changes and new lot creations. A total of 12 new lots were created, whereby lots with sufficient frontage on existing roads and which meet other conditions under the zoning bylaws are approved without having to go through the subdivision approval process.

The total number of lots created through subdivisions and ANR’s was 12 compared to 18 lots created in 2002.

Scenic Roads

The Town voted many years ago to designate all roads, except for numbered highways, in Boxford as scenic roads. This allows the Planning Board to regulate tree cutting and removal/alteration of stonewalls on land that is the Town’s right-of-way and which helps preserve the Town’s rural appearance. Violations result in the application of a fine of \$250 per tree or stonewall removal and required tree planting or stonewall repair in lieu of the fine.

Five scenic road hearings were held for tree cutting and/or stonewall modification in 2003 including one scenic road violation. This compares to 7 public hearings in 2002.

Zoning Board of Appeals

The Town’s Zoning Bylaw requires that the Planning Board make a recommendation to the Zoning Board of Appeals (ZBA) for each appeal, application, or petition that comes before them. In order to represent the Planning Board’s recommended position on the matter, the Planning Board assigns a liaison to sit as a non-voting member during the ZBA hearings. The Planning Board reviewed a total of 31 ZBA cases in 2003, compared to 24 cases the previous year.

Other Activities

The following streets were accepted at the Annual Town Meeting: Dole Hill Road and Samuel Bixby Way.

Board Membership

Boxford is a town of volunteers; many serve and few are paid. Accepting a role in Town government is not a modest undertaking and we are proud to present each member and their committee assignments.

Robert C. Gore	Chairman, Boxford Land Committee Representative
Robert T. Ford	ZBA Representative
Holly Langer	Subdivision Committee, Merrimack Valley Planning Commissioner Community Preservation Committee
Ellen M. Nestervich	Planning Board Clerk Merrimack Valley Planning Commissioner - alternate
Joseph C. Hill	Boxford Housing Partnership Committee
J. Steven Merriam	Merrimack Valley Planning – Cell Tower Infrastructure
Robert P. Stevens	

Bob Stevens began service with the spring election following the resignation of John Kerney.

Robert C. Gore, Chairman



ZONING BOARD OF APPEALS

The Zoning Board of Appeals heard 42 new petitions in 2003. Their caseload was up 6 new hearings over the prior year of 2002. The applications that were filed with the board represented 33 special permits, 8 variances and 1 appeal of a decision made by the Inspector of Buildings.

Of the 33 special permits, 17 were granted, none were denied and 7 were withdrawn without prejudice. At the date of this writing there are still 9 pending before the board.

Of the 8 variances filed for relief of a specific zoning issue, 1 was granted, 1 was denied, 1 was withdrawn with prejudice and 2 without prejudice and 3 are still pending before the board.

Regarding the application to appeal a decision made by the Inspector of Buildings, the application is still pending before the board and a decision should be rendered in the month of February 2004 pending a Planning Board recommendation and additional briefs and citations filed by the petitioner's counsel.

As in past years, the board met outside its normal once a month meeting to accommodate petitioners and take three site walks on specific issues. The board in addition to holding its normal monthly meetings held on the fourth Thursday of the month held an additional five special meetings to accommodate petitioners and hold workshop meetings. The board began convening its meetings at 6:30 PM vs. the traditional 7:30 PM time to avoid late night meetings. All board members have welcomed this change.

Court rulings are still pending on three cases before the board. The Ingaldsby Farm Stand case has been remanded back to the town for further evidence. The board has requested town counsel to file a motion with the court to remand the case back to the town for a new hearing. The town was upheld on its decision on James and Carolyn Tanner; however the petitioner has filed an appeal of that court ruling. The other two cases of John Sanidas and Richard Arnone are still before the court. In addition to this the case of Voice stream who was denied a special permit to install a cell tower in Boy Scout Park was withdrawn from litigation when the Boy Scouts withdrew their offer to lease the land to the cell tower company. The Suzanne Decoulos case is also being withdrawn from the court. Litigation has become commonplace with the Zoning Board of Appeals due to several high profile cases as well as being a symptom of the times we live in.

The board would like to welcome its newest member, alternate Paula Fitzsimmons. Paula brings to the board an open mind along with legal experience that has proven to be very beneficial. We are fortunate to have her competent abilities.

The board has a very busy 2004 agenda. In addition to a heavy caseload for special permits, variances, and appeals it is expected that the board will begin to hear 40B applications for affordable housing in addition to more cell tower cases. The town is changing and has been for

some time and it is anticipated that the Zoning Board hearings will continue to make front line news in the months and years to come.

William R. Cargill, Jr., Chairman
Richard Tomczyk, Vice Chairman
Robert W. Conroy, Clerk
Barry Hutchinson, Alternate Member
K. Erin Hohmann, Alternate Member
Paula Fitzsimmons, Alternate Member



COMMUNITY SERVICES

Boxford Cultural Arts Council

Boxford Bay Circuit Program Committee

Community Path Study Committee

Cable Television Advisory Committee

Council on Aging

Boxford Historic Districts/Historical Commission

Recreation Committee

Recycling Committee

Veterans' Graves Officer

Veterans' Services

BOXFORD CULTURAL ARTS COUNCIL

The intent of the Massachusetts Cultural Council is to "stimulate and encourage the arts and humanities on a cultural level". This is done through direct grants to individuals and organizations. The MCC receives its funding from an annual state appropriation, which in turn is redistributed by them to cities and towns.

The MCC allocated \$2000 to the town of Boxford for the fiscal 2004 year, the same allocation as last year. Although this is down from the 2002 allocation of \$3000, we have not received more budgetary cuts from the state, which is a positive direction for the arts statewide. At the annual town meeting in May 2003, the town once again voted in support of the arts and humanities in Boxford. We thank the town for voting in an additional \$3000. This year the Cultural Council collaborated with the Historical Society. The 4th Annual Boxford Music Festival was a great success for musicians and audiences alike at the annual Apple Festival in September. As well as the Music Festival, the Cultural council is continuing with a series of coffeehouse performances at the Community Center from February through April.

The Cultural Council is responsible for setting guidelines for the use of funds and determining if the allocation for funds comply with these guidelines. This year the Boxford Cultural Council allocated funding for 6 grants.

We are pleased to fund the following grants for the fiscal year 2004:

- Davis Bares and Roger Ticknell- "Under One Sky", Stories and Songs	\$400
- Masconomet Art Dept.- " The Empty Bowl Project"	300
- Masconomet Regional School- " The Spirit of Spain"	275
- Masconomet Regional Middle School- " Mamadou Diop, Sengalese Drummer"	300
- North Shore Youth Symphony - "Spring Masco Concert"	400
- Tim Van Egmond- " Yankee Notions, New England Music"	325
TOTAL	\$2000

The remaining \$3000 from the Town of Boxford was used for The Boxford Music Festival and for the upcoming winter 2004 Coffeehouse series, and for independent Cultural Council projects. Grant applications for the 2005 year will be available in late summer at the Massachusetts Cultural Council website: www.massachusettsculturalcouncil.org/application/lccapo.html, or through a link at www.boxfordculturalcouncil.org where you can get more information about the Boxford Cultural Council. We welcome new volunteers, members, and creative input.

Committee members: Susan Davis Chairperson, Jane Flanagan Secretary, Ann Haviland Treasurer, Brad Sweet Media, Amy Job Publicity

BOXFORD BAY CIRCUIT PROGRAM COMMITTEE

Local

The Bay Circuit Trail is a necklace connecting the pearls of protected open spaces such as state forests and parks, Fish and Wildlife protected lands, land trust lands and conservation lands owned by community Conservation Commissions. Boxford's section of the Bay Circuit Trail runs through the Bald Hill Reservation, Lockwood Forest, Essex County Greenbelt conservation land, Boxford Village Historic District, Chapman Lane, Round Top Park, Harlan P. Kelsey Arboretum and Georgetown-Rowley State Forest.

This year beavers have continued building their homes and dams at three strategic places along the Boxford Bay Circuit trail. The main wood road within Phillips Wildlife Sanctuary beside Crooked Pond has several areas, which are flooded and need attention. Ted Riter, retired Assistant Fire Chief, has pitched in to help with the negotiations with state officials to obtain permission for fixing the culvert problem and to build beaver deceivers at the beaver dams. Beaver deceivers act as siphons through a beaver dam, which will lower the water to a depth that should sustain a level, which the beavers will accept and still keep their population down.

The second situation is at the causeway at the head of Lowe Pond. The beavers have used the pedestrian bridge as part of their dam and raised the water level. Plans are underway with the Board of Health and Conservation Commission to install a beaver deceiver in 2004.

The third situation is within the Georgetown-Rowley State Forest on the esker trail at the Mill River in Rowley. A NEMBA representative from Newburyport and a Boxford volunteer have tried to plan a solution. There has been little progress to date.

Good news is that the relocated Bay Circuit trail through the Dana Road extension sub-division has two new bridges and a fine stone dust and wood chip trail base. Danforth & Carey built the first bridge. In 2003, the trail footing was improved and a second bridge built by Future Generation Forestry through the generosity of former owner Dunbar Lockwood.

The Boxford Bay Circuit Program Committee was established with seven members. This committee currently has five active members. If you are interested in the Boxford Bay Circuit and volunteering for this committee please call the Town Hall or Nancy Merrill.

The Bay Circuit Guide to Walks in and around Boxford (also includes North Andover Bay Circuit trail) may be purchased for \$10 (\$8 for BTA/BOLT members) at the BTA/BOLT office and at the Boxford Town Hall. An updated version was begun in 2003 and is still in progress.

The Bay Circuit Alliance

This Boxford Bay Circuit Program Committee is a voting member of the Bay Circuit Alliance. Chairman Alan French is still working on closing the 50 miles of gaps along the Bay Circuit. State transportation agencies or large private utility and rail companies mostly control these remaining 50 miles of gaps.

The “Cabinet of Curiosities” exhibit, which was created by artist Edyth Wright to tell the story of the Bay Circuit Trek of 2000, is still wending its way through the Bay Circuit towns west of Boston. This cabinet will eventually come to Boxford. The National Park Service, Rivers & Trails Program, sponsored the cabinet. The purpose of this exhibit is to “satisfy your *curiosity* about how an extraordinary conservation partnership to protect **a continuous recreational trail corridor accessible to all, linking the parks and open spaces surrounding metropolitan Boston** is progressing.”

Individuals can join the Bay Circuit Alliance with a \$30 membership. Dues & grants support the Bay Circuit Alliance operations. The BCA's office is at 3 Railroad St. Andover, Mass. 01810. The BCA can be contacted by phone - (978) 470-1982; e-mail - baycircuit@juno.com; or Internet - www.baycircuit.org.

Committee members:

Nancy Merrill

Alison Chase

David King

Beverly Ingalls

Andrew Plucinski

BOXFORD COMMUNITY PATH STUDY COMMITTEE

The Boxford Community Path Study Committee began the year feverishly working towards the approval and completion of Phase One of the Boxford Community Path. Phase One was slated to be a “test path” in order to give the Committee an opportunity to evaluate and fine tune the path prior to the construction of the entire loop. Though the Committee dwindled down to four members by the year’s end, the Boxford Community Path Committee began the year with seven members, which enabled them to equitably distribute responsibility among all members.

It took much legwork and many meetings with local boards to accomplish the Committee’s goals. Among those included in the decision making process were the Board of Selectmen, the Community Preservation Committee, the Conservation Commission, the Historic Districts Commission, the Planning Board, BTA BOLT, abutters and ultimately the general public. The DPW and the Boxford Police Department were also advised as on the plans for the construction of Phase One of the Boxford Community Path.

Property lines along Georgetown Road were identified and the location of the path was marked. The Boxford Community Path Committee obtained approval signatures from the abutters along the proposed route. When all of the committees and groups had their questions satisfied, Boxford Community Path Committee brought their proposal before the general public at the Annual Town Meeting in May where it received a nod of approval to move forward with Phase One of the Community Path.

The Boxford Community Path Study Committee coordinated with the DPW and selected the week of August 4 to begin construction. With the help of a single bobcat operator, a DPW truck, a police officer and a number of volunteers, the committee was able to complete most of the work in the allotted time frame and still come in under budget. Because of the onslaught of winter, there is leveling and clean up that remains and will be completed in the spring of 2004 before the official unveiling is announced.

The Boxford Community Path Study Committee spent time evaluating the almost finished product – noting aspects of the project that they might do differently in the next phase and choices that worked well. Among one of the major concerns is the durability of the sections of path that run close to the road. The fear is that the snowplows will damage the path during the winter months. The Committee will be able to evaluate the full effect of winter abuse when they evaluate the path again this coming spring.

The Boxford Community Path Study Committee hopes to move forward with the next phase of the path this coming summer. A completed community path will be an asset to the town in reuniting its neighborhoods while providing residents with a safe place for passive recreation.

Members: *Al Nierenberg, Lisa Glass, Leslie Di Nanno, and Dorothy De Mark*

BOXFORD CABLE TELEVISION ADVISORY COMMITTEE

During the course of the year, several public meetings were held at the Community Center, and with the Board of Selectmen at their weekly meetings. The focus of these meetings centered on initiating the Formal Review Process for the renewal of the cable franchise agreement due to expire February 2005.

As part of the Formal Review Process, our committee developed and distributed the *License Renewal Public Input Survey* in January 2003. Our committee analyzed the results in February of 2003 and made a summary presentation to the Selectmen and the general public at our public meeting in April 2003, noting that most residents expressed extreme displeasure with the quality of customer service and the increasing monthly cost of cable television service.

On two occasions this year, our committee heard from Brian Merrick, the Municipal Liaison of the Cable Television Division of the Massachusetts Department of Telecommunications and Energy. Mr. Merrick provided valuable advice to our committee on what to expect and how to best proceed with the cable contract renewal process.

Our committee, with the approval of the Selectmen, hired the firm of Epstein & August, LLP of Boston, to serve as our committee's legal advisor. Epstein & August specialize almost exclusively in representing communities in cable contract negotiations and has successfully represented several communities similar to our town.

With input and advice from the Public Input Surveys, town officials, employees, Mr. Merrick and our legal advisors, our committee is well prepared to direct and manage the renewal process as it enters its final phase in 2004. In December of 2003, our committee recommended, and the Selectmen approved, a written notification to Comcast notifying them of our intention to proceeding with the cable television renewal process according to the *formal procedures* of Section 626 of the Cable Act. Based upon advice our committee received, this formal process will provide our town with the best possible procedural protection allowed by State and Federal law and with the strongest negotiating position in dealing with the local cable providers.

During 2004, as our committee enters the final phases of renewal negotiation, we will be holding at least two Public Hearings, as required by law, seeking final input from our residents and town officials regarding current our cable television service and anticipated future needs. Your attendance at these hearings is needed.

Our committee will also continue to monitor levels of service, both in terms of cable signal quality and the quality of customer service from Comcast. Again, we need your help! If you do experience service related problems, such as **outages, billing errors, missed** appointments for installation or questions or concerns regarding the renewal process or future services, please document this in writing to Comcast and send a copy to the Cable Committee at Town Hall, 7A Spofford Rd, Boxford, MA 01921. Your input is especially important this year, since we have new owners to deal with.

As always, the committee's primary objective is to represent your interests, therefore we solicit and welcome your participation.

Committee Members:

Bradley Sweet, Chairman
Joseph Cameron
Richard Healy
Richard Korzeniewski
Adam Cogley



COUNCIL ON AGING

The mission of the Council on Aging is to improve the quality of life and encourage maximum independence for older adults by meeting their health, economic, social and cultural needs. To fulfill our mission the Council on Aging will assist older residents and their families in any way possible using both our own resources and those of other agencies. Residents should never feel a problem is too large or too trivial to seek our assistance.

This past year has been one of constant change within the Council on Aging. Director Gloria O'Leary retired mid-year and was replaced by Pam Blaquiére. Secretary Karen Mansur and Social Worker Harold Magoon both departed for full time employment elsewhere and were replaced by Secretary, Elaine Spiro and as of January 04 Ann Sico will join us as Social Worker. Long time board chairperson, Kathie Canonica also resigned and Bob Price assumed the duties of board chairperson. The above named that have left the COA will be greatly missed and we thank them for their caring and dedication to our mission.

Among the services the COA provides the following are frequently used:

Meals on Wheels: This program serves hot nutritious meals to qualified seniors who have difficulty preparing their own meals.

Congregate meals: Meals are served on Tuesdays and Thursdays during the school year at the Community Center.

Clinics: Weekly blood pressure testing and periodic dental screenings, hearing tests, podiatry appointments, flu and pneumonia clinics and cholesterol screenings.

Transportation: NEET our volunteer transportation program provides transportation to medical and other necessary appointments.

Assistance: We have trained personnel to assist with filling out forms and to provide insurance information, legal assistance, housing information, and outreach services both at home and by telephone.

Programs and classes: Offered weekly are exercise classes, line dancing, crafting classes, writers group, hiking and game day. The Great Group, Friendship Club, Book Club and the Men's Group meet once a month. Speakers are brought in at least once a month to speak on Insurance, Identity theft, Health issues and other subjects of interest. Free monthly birthday lunches are offered to those celebrating that month.

Special events: Besides at least one day or overnight trip each month the Friends of the COA sponsor a Holiday Party, a St. Patrick's Day Party and a Summer Cookout.

Monthly newsletter: This publication is delivered to all residents age 60 and over. This publication not only keeps them informed about COA and area activities but provides useful information.

Tax Work-off program: Program provides tax credit up to \$ 750 per year for 111 hours of service to the community.

The following statistics are taken from the Council on Aging's Annual Report to the Executive Office of Elder Affairs for fiscal year 2003.

	<u>Units of Service</u>	<u>Unduplicated clients</u>
<u>Outreach and Advocacy</u>		
General Information Services:	9100	xxx
Case Management/advocacy	155	77
Client Finding (new contacts)	426	426
<u>Professional Services</u>		
Financial Management	25	6
<u>Support Services</u>		
Food shopping assistance	32	6
Friendly visiting	26	5
Telephone reassurance	2548	7
Employment (work off program)	3003	32
Intergenerational		60
Transportation	697	22
Minor Home Repair	94	23
Monthly newsletter	17,448	1465
<u>Wellness</u>		
Health Screenings	362	58
Other health services	165	121
Fitness/exercise	1100	78
Health education	39	26
Massage, Reiki	480	41
Congregate meals	855	54
Home Delivered Meals	1817	23
Holiday Meals	156	41
<u>Other Services</u>		
Recreation/ Socialization	325	xxx
Cultural events	168	37
Community Education	37	37
<u>Service to non-elders</u>		
General information	69	52
Transportation (under age 60)	2	1
Family assistance	31	29

The Council on Aging operates with a small staff and a large corps of dedicated volunteers. During fiscal year 2003, 115 volunteers logged a total of 3079 volunteer hours. Without their assistance we would not be able to carry through many of our programs and services and this office thanks them from the bottom of our hearts. A special thank you to the Friends of the

Council on Aging whose monetary support provides not only for our monthly newsletter and social events but for many other little extras not funded by the town.

In an attempt to better serve our residents, the COA is expanding our outreach program and adding new activities to our schedule in 2004. Suggestions as well as assistance from the community are always welcome. Together we can make it a wonderful year.

Board of the Council on Aging:
Pam Blaquiere, Director

Bob Price, Chairperson
Marge White, Vice Chairperson
Carol Patnaude, Secretary
Dick Taylor
Joan Tarleton
Milton Knauer

HISTORIC DISTRICTS COMMISSION

The Boxford Historic Districts Commission was established in 1971. Our jurisdiction is the Boxford Village Historic District and the Howe Village Historic District. We follow the Massachusetts General Law C.40C., the purpose of which is to promote the distinctive characteristics of buildings and historic places, as they relate to and profile the history of the cities and towns of the Commonwealth.

In our continuing effort to make it easier for applicants to apply and go through the process of being granted a Certificate of Appropriateness, we have placed copies of our Design Guidelines at the Town Clerk's office. They have also been sent to the real estate offices in Boxford and in the major markets surrounding the towns. The fee for applications is \$10.00, payable to the Town of Boxford.

The commission agenda in 2003 included twenty-one (21) Certificates of Appropriateness, nine (9) Certificates of Non-Applicability and two (2) Certificates of Hardship.

The Historic Districts Commission meets on the fourth Wednesday of every month at 7:30 PM in the Community Center. The purpose of the meetings is to hear and act on requests for Certificates of Appropriateness, Certificates of Non-Applicability or Certificates of Hardship. We encourage and welcome all interested residents and guests to attend.

Wendy Perkins, Chairman

Members:

Virginia Havey, Vice Chairman

Michael Loring

Nancy Merrill

Melanie Pearsall

Anna Plucinska

Valerie Vitale, Clerk

BOXFORD HISTORICAL COMMISSION

The Boxford Historical Commission is responsible for community-wide preservation planning. This past year we have been involved in the following projects:

Little Red School House

The Commission has two members on the Board of the Little Red Schoolhouse: Virginia Havey and Wendy Perkins. The grant from the Essex County Heritage Commission that was received last year was used to replace the roof of the schoolhouse. We are looking for volunteers to continue the fund drive and to complete the renovations. We are also interviewing community groups that would use the building for their meetings.

Demolition Delay

This coming year we will be sponsoring a Demolition Delay By-Law for preservation of buildings and structures in the entire community, not just the historic districts. We have lost several historically significant properties because we have not had this by-law in place. The by-law would allow a period of six months for another party to purchase, move or relocate a structure of historic significance.

Community Preservation Committee.

Virginia Havey represents the Commission on the Community Preservation Committee and one of our members, Nancy Merrill, is also a member. The Historical Commission hopes to use CPA funds to hire a consultant to complete the historic property inventory by the end of 2004.

Preservation Awards

In the fall of 2004, the Historic Commission will be presenting Preservation Awards to properties that reflect a commitment to the agricultural, historic and cultural qualities of the town. These awards may be given to homeowners, commercial properties or individuals. Suggestions for awards can be made to any member of the commission.

Respectfully submitted,

Wendy Perkins
Chairman

Members:

Virginia Havey, Vice Chairman
Michael Loring
Nancy Merrill
Melanie Pearsall
Susan Peterson
Anna Plucinska
Valerie Vitale, Clerk

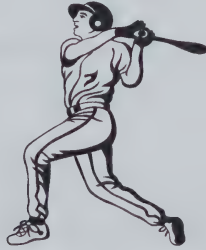


RECREATION COMMITTEE

FIELDS

The Recreation Committee experienced a relatively quiet year in 2003, due to the completion of all field renovation work in the fall of 2002. The last field to be renovated was Chadwick 1, which was renovated in the fall of 2002 and was anticipated to be used in the fall of 2003. As a result of the work completed in prior years to the various fields and the on-going maintenance programs established for the fields, it was not necessary to bring Chadwick 1 on-line in 2003, due to the good condition of the remaining fields. Chadwick 1 will be used beginning in the spring of 2004. Since the renovation of a majority of the fields in town is complete, the Recreation Committee will now have the ability to rotate field space and rest certain fields, so that the fields remain in good condition and to do become overused. The work and maintenance on the various fields would not have been possible without the efforts of David and Peter Durkee and the DPW crew.

As a result of the renovation work that has been completed on all fields, the demand for field use has increased because of the continued growth in the BAA programs and the lack of field space in the Tri-Town area. The BAA athletic program continues to grow with over 850 children, ranging from 5 to 16 years of age involved in the fall and spring soccer program. The winter basketball program has 600 participants, spring baseball 400 participants, men's summer softball league 200 participants and girl's softball 80. In addition, the MASCO athletic programs have continued to utilize the fields throughout the spring, summer and fall due to the lack of field space at MASCO. Due to the number of Boxford children participating in the Tri-Town Youth Lacrosse Program, the Recreation Committee has allowed the program to use certain fields through the spring for practice.



TRAILS

Due to tremendous cuts in the town budget, the funding of \$1,000 for the trails work was eliminated. As a result, there were no trail expenditures this year. With beavers building lodges and dams on many of the trails and trail bridges, the need for beaver deceivers is increasing. The trails budget will need to be reinstated soon.

We do wish to thank Kevin Spencer, Grounds Corp Landscaping, for keeping the pedestrian pathway around the Haynes Hay Field mowed. The Recreation Committee invites you to walk, snowshoe or cross-country ski around this field. There is a short connecting trail from this field to the Haynes Forest trail, which was cleared in the spring of 2003. Another access is directly in front of the Cole School Parking lot. Two white cedar benches on two sides of this field await your visit.

A large thank you to BTA/BOLT for helping the Conservation Commission Administrator, Ken Pruitt, with the development of the parking area off Crooked Pond Road and for designing and cutting the trail system within Wunnegen, formerly the Sawyer-Richardson property. Thank you to the many contributors who helped make this purchase possible. The plaque at the magnificent overlook and vernal pool and trail signs are installed. This wonderful area is waiting for you and your family to walk the trails and appreciate the topography, vernal pools, and “wild” territory. A thank you to the volunteers who assembled the pedestrian boardwalks from the wood left over from the Cleveland Farm State Forest boardwalk project.

BTA/BOLT plans to keep interesting information in the kiosks that were installed in 2002. Check them and enjoy the conservation areas:

Lord Christmas Tree lot, Main Street (to be renamed The Palmer Woods in 2004)

Lord Woods, Lawrence Road

Wildcat entrance, Stiles Pond Road

Lockwood Forest, Middleton Road

Mill Brook Farm Field, between Main Street and Hovey’s Pond

Witch Hollow Meadow, corner of Main Street and Ipswich Road

Pearl Wetland, Lake Shore Road

CAMP STEPPINGSTONE

Under the direction of John Rowen, the construction of a gray water disposal system was approved by the numerous state agencies and a contract is in place that will allow for the work to commence in the spring of 2004. All costs will be shared equally with the Greater Lawrence Educational Collaborative (‘GLEC”). Additionally the GLEC continues to make improvements to the property that have enhanced the value and utility of the property and increased the functional use for our tenants, the Boy Scouts, Girl Scouts and town residents.

FOURTH of JULY

The Fourth of July Parade in conjunction with the BAA sponsored Road Race was a big success. Thanks to Kevin Connors and all of the volunteers for a great turnout and road race and to the MASCO boy’s soccer team for the food and drinks. The parade saw the largest number of floats (10) and antique cars compared to prior years. Thanks to all the participants and volunteers that made the event a great success.

Tomas Brown, Chair

Nancy Merrill

John Rowen

Joseph Martinho

Arthur Tucker



RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2003 our town recycled approximately 37 % of our trash. We successfully fulfilled the eligibility requirements for one more phase of the Municipal Recycling Incentive Program (MRIP) and received some reimbursement monies for our recycling tonnage. Unfortunately, State Legislators and the Governor chose not to continue this recycling incentive program, which was funded entirely with non-tax dollars from deposits on unreturned bottles & cans. The charts on the following pages show what items can be recycled, how to prepare them, whether they are collected at the curb or at the Drop-Off Center and any fees.

There is no direct cost to residents for the curbside collection of recyclables; the trash sticker fee covers this expense. However, there is a charge for some of the items at the Drop-Off Center, 7 Spofford Road. Residents are encouraged to pay any fee at the Drop-Off Center by checks made out to the Town of Boxford. We are pleased to have on board a permanent part-time Recycling Attendant and a Motor Oil Attendant. We remind residents that they may **ONLY** drop off recycling items on **Saturdays from 8 AM to 3:30 PM** when an attendant is present to supervise and collect fees. Motor oil and oil filters may only be dropped off on the **first Saturday of every month between 9 AM and 1 PM**.

Cooperative, successful, continuing events this past year included April Earth Day celebrations in conjunction with the Garden Club and our seventeenth annual household hazardous waste collection day with the towns of Topsfield and Middleton in November.

We had high hopes of relocating the Drop-Off Center this year, but we are still waiting on a site survey to be completed before we can petition DEP to move to a bigger, more user-friendly site with the long awaited "Take It or Leave It" Shed.

Volunteers are the lifeblood of our town. The Recycling Committee is extremely gratified by the volunteer efforts of neighborhood groups, Scout troops, families and individuals who picked up litter and recyclables from roadways on Earth Day; and by community residents and League of Women Voters members who helped out on Household Hazardous Waste Day.

For easy access to timely recycling information residents can use E-CALL, the 24 hour ecology hotline that gives residents who call **1-800-800-6881** the how, what, when and where of recycling for our town or visit **www.cleanup.org**. Remember to "Buy Recycled": buying recycled products is critical to making recycling cost-effective for our town by creating markets for the materials we collect.

Please find below the total amount of materials recycled in Boxford during calendar year 2003:

MATERIALS	TONS	UNITS
Mixed Paper & Cardboard	878	
Commingled	330	
(Plastics #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans)		
*TOTAL CURBSIDE	1208	
*Includes 6 months of cardboard, Plastics #3, #4, #7, and Styrofoam collection curbside		
Corrugated Cardboard	47	Tires 328 car
Scrap Metal & Appliances	72	Auto Batteries 100
		Motor Oil 1226 gallons
Construction/Demolition**	89**	Oil Filters 2.5 (55-gal)
		Computers/TV 29,810 lbs.
		Fluorescent bulbs 2202 linear ft.
		Propane Tanks 163
[**DEP does not credit C/D towards recycling rate, but will credit us for HHW, computers, and mercury]		
	Salvation Army bins	emptied 108 times

EST. DROP-OFF 119

Compost*** (DEP still calculating) ***DEP will credit leaves, yard waste & Christmas tree composting as we do not accept these for solid waste

Combined Tons Diverted (DEP still calculating, at least 1327)
 Disposed Trash 2301
 Estimated Diversion Rate 37 %

Karen Sheridan, Chair
 Teri Allen
 Joanna Daniel
 Lorraine Ott
 Nancy Woolford

QUICK FEE SCHEDULE
DROP-OFF RECYCLING CENTER

Residents must check in with Recycling Attendant who will determine and collect fees.
 Only checks made out to the Town of Boxford can be accepted.

APPLIANCES & METAL ITEMS

Refrigerators	\$20.00
Washers/Dryers	\$10.00
Humidifiers/ Dehumidifiers	\$10.00
Ovens/Stoves	\$10.00
Water Tanks	\$10.00
Microwave Ovens	\$ 5.00
Gas Grills	\$ 5.00
Lawnmowers	\$ 5.00
Propane Tanks (20lb)	\$ 5.00
Propane Tanks (30lb)	\$20.00
Bicycles	no charge

LARGE BULKY ITEMS

Mattress or Box Spring	
Single/double	\$10.00
Queen/king	\$15.00
Sofas	\$20.00
Sleep Sofas	\$25.00
Stuffed Chairs	\$15.00
Recliners	\$20.00

CONSTRUCTION & DEMOLITION

Depending on volume ranges from:	
\$5.00 per 32-gallon barrel	
\$15.00 per car trunk	
\$25.00 per cubic yard	
\$50.00 per station wagon	
\$70.00 per mini-van	
\$70.00 per ½ ton pick up truck to	
\$95.00 per pick-up truck load	
Includes: wood furniture, shingles,	
piping, tiles, brush, plumbing fixtures,	
plate glass, doors, windows, sheet rock.	

TIRES

Car Tires	\$3.00 each
Truck Tires	\$8.00 each


TELEVISION & COMPUTER MONITORS

Up to 22 inches	\$10.00
Over 22 inches	\$15.00



CURBSIDE RECYCLING

Preparing Recyclables

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
ALUMINUM	Only pure aluminum cans.	Rinse clean.	No bottle/jar lids, pie plates, foil, cans with paper or plastic parts.
GLASS	Bottles and jars that have been used for food or drink.	Rinse clean, remove caps or corks. O.K. to leave paper labels on.	No broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, metallic coverings.
METAL CANS	Steel or tin & mixed metal tin cans.	Rinse clean	No cans with paper parts in them, paint cans, automotive product cans, or scrap metal.
NEWSPAPER and CORRUGATED CARDBOARD	Newspaper, corrugated cardboard brown paper bags, magazines, catalogs, telephone books, junk mail, paperboard (i.e., cereal & tissue boxes)	Place in paper bags or tie with string. Cardboard needs to be in 2'x2' squares or smaller and can be commingled with mixed paper and paperboard. Remove cereal box liners.	No, waxed/coated paper. No plastic bags.
PLASTIC 	Only rigid containers marked: #1 – PETE, #2 – HDPE, #3-PVC #4-LDPE #5 – PP #6 – PS or #7 - OTHER	Rinse clean. Co-mingle Styrofoam large packing pieces, cups & trays in recycling bin.	No item that is not marked with the numbers listed inside the recycling logo. No packing peanuts. No plastic bags.

Use it up, wear it out, and make it do, or do without.

New England Proverb

These items can only be recycled at curbside, **NOT** drop-off.

The reverse holds true for the drop-off items, only drop-off **NOT** curbside.

1/31/04

Drop-Off Recycling Center
 Located behind DPW Garage, 7B Spofford Road
 Open Saturdays from 8:30 A.M. to 3:30 P.M.

Checks made payable
to Town of Boxford

Material	What To Recycle	Preparation	Do Not Include
Aluminum	Pans, foil	Rinse clean.	
Batteries Motor Vehicle *Fee \$5 Button Ni-Cd Rechargeable	Car, truck, motorcycle, open cell Small buttons used in watches, hearing aids, pacemakers, cameras Batteries in power tools computers, camcorders	Place in marked bin. Place in marked container. Place in marked container.	No alkaline household batteries.
Bulky Items *Fee based on volume	Mattresses, sofas, rugs	Place in marked bin.	
C&D Construction & Demolition Debris Wood *Fee based on volume	Wood, lumber, doors, windows, plate glass, mirrors, plaster, plumbing fixtures, tiles-ceramic, linoleum, shingles, cabinetry, brush	Place in marked bin.	No bricks, mortar, cement, blocks, stones, rubble, hazardous wastes: lead, asbestos, toxic chemicals.
Corrugated Cardboard	Heavy cardboard, usually brown with ridged layer sandwiched between two flat sheets	Must be flattened. Keep dry.	No cereal or gift boxes, frozen food boxes, milk or juice boxes, other types of cardboard.
Metal Appliances Large Appliances *Fee based on volume	Washers, dryers, stoves Refrigerators, freezers, air conditioners, dehumidifiers	Doors off.	No TVs, wood, cement, tires, plastic parts.
Mercury-bearing Items	Fluorescent bulbs, thermometers, thermostats	Place in shed.	
Salvation Army Items Large item pick-up, call (617) 231-0803	Clothes, shoes, blankets, sheets Small appliances Household items, Toys	Clean, reusable. Boxed or bagged, must fit in container.	No soiled, torn, broken, unusable, or items too big to fit in bins.
Scrap Metal *Fee based on volume No fee for small items.	Pipes, wire, cast iron, mixed heavy metals, light iron, scrap aluminum	Place in metal bin. Containers must be empty & free of residue.	No closed containers.
Televisions & Computer Monitors *Fee: \$10 - up to 22 inch \$15- over 22 inch	TVs, Computers, Monitors, CPUs, VCRs, DVDs, Stereos, Scanners, Fax Machines, Printers	Place in CRT marked bin	
Tires *Fee: \$3.00 each car tire \$8.00 each truck tire	Small truck or car	Rims okay.	
Waste Motor Oil 1st Saturdays Only 9AM to 1PM	Crank case oil, diesel oil, transmission fluid	Capped containers.	No gasoline, anti- freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed.

VETERANS' GRAVES OFFICER

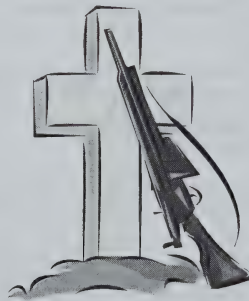
All Veterans' Graves were decorated for 2003 with a flag before Memorial Day. The graves were inspected and are all in good order with the exception of the Perkins lot.

The number of Veterans' Cemetery lots for 2003 are as follows:

Boxford Village Cemetery	75
Georgetown Road	
East Boxford Village	
Brookside Cemetery	62
Main Street	
West Boxford Village	
Harmony Cemetery	32
Ipswich Road	
Mt. Vernon Cemetery	81
Mt. Vernon Road	

Flags were replaced at all Veterans' Monuments this year: The Melvin Green Monument, the Fireman's Monument in the East Village, the Veteran's Memorial Park Monument on Washington Street and the Civil War Monument at the corner of Main Street and Washington Street.

Kenneth Chadwick
Veterans Graves' Officer



**DEPARTMENT OF VETERANS SERVICES
NORTH ANDOVER / BOXFORD DISTRICT**

The Town of North Andover re-appointed Edward V. Mitchell to the position of District Director of Veterans Services for an additional three-year term to end on June 30, 2006.

The Department of Veterans' Services is to advocate on behalf of all the Commonwealth's Veterans and provide them with quality support services and to direct an emergency financial assistance program for those Veterans and their dependents who are in need of benefits and services. In 1946, the Selectmen of the Towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The Veterans Service Officer (**V SO**) is located at the North Andover Senior Center behind the Town Hall on Main Street. Walk-ins are always welcome however; we recommend calling first to ensure a representative is present.

OFFICE HOURS, Monday thru Friday 8:30 AM to 4:00 PM

(978) 682-6378 or for urgent matters, call (978) 807- 7286, or e-mail us at subvetagent@aol.com

*If necessary the V SO will make home visits.

SERVICES PROVIDED AS DIRECTED BY THE COMMONWEALTH OF MASSACHUSETTS:

Financial assistance	Pre-registration for internment in
Medical Services	Veterans Cemetery
Educational & Burial Benefits	Gold Star Mothers & Fathers Annuities
Property Tax Exemptions	Blue Star Service Banners
Veterans War Bonus	Civil Service Employment & Housing
Motor Vehicle Plates (Veteran, P.O.W.)	Programs
Obtaining copies of discharges	Life Insurance and Widows Pensions
Replacement of Service Medals	Veterans Disability Comp & Pensions
Burial Internment for Veteran and Spouse	V.A. Hospitals/Clinic Enrollment &
V.A. Home Loans and education benefits	Prescription plan
V.A. Work Study Allowance Program	

All of these programs are subject to eligibility according to State and Federal Guidelines

Accomplishments: Per M.G.L 115 Section 11. Boxford's apportionment of expenses was reduced by 6% on the basis of the recent population census.

Established office hours with the Boxford Council On Aging, first Wednesday of each month from 9:00AM to 12:00PM. (Call for appointments)

Conducted joint services with the Towns of North Andover & Andover in commemorating the 50th Anniversary of the Korean War Armistice Day.

Sponsored Town Selectmen at the annual Red Cross Salute to Veterans Breakfast in which Women in uniform were recognized.

Conducted informative lecture at Boxford Grange, Council on Aging Men's Breakfast and the American Legion.

Expenditures: The Veterans Services salary and office expenses total \$42,512.00. The Town of Boxford apportionment for salary and office expenses total \$9,607.71. An additional \$4,948.00 was paid out for emergency financial assistance with 75% being reimbursed by the Commonwealth.

NORTH ANDOVER/BOXFORD VETERANS SERVICES DISTRICT BOARD MEMBERS:

Edward V. Mitchell
Director of Veterans Services

Alan J. Benson
Boxford Town Administrator

Mark Rees
North Andover, Town Manager



Veterans, we want you to receive the Benefits
You and your family have earned,
Contact your Veterans Service Officer Today

**INDEPENDENT SERVICES
FOR THE
TOWN OF BOXFORD**

(BTA/BOLT)

Boxford Trails Assoc./Boxford Open Land Trust

(H.A.W.C.)

Help for Abused Women and Their Children

Historic Document Center

Tri-Town Council on Youth and Family Services, Inc.

BOXFORD TRAILS ASSOCIATION/BOXFORD OPEN LAND TRUST (BTA/BOLT)

Throughout 2003 BTA/BOLT celebrated its 25th anniversary year with a number of new initiatives and accomplishments. These accomplishments fall under the four categories below:

- **Land Conservation** – A record-setting 295 acres of important land and wildlife habitat was preserved in 2003. The purchase of the 135-acre Wunnegen Conservation Area by the town with assistance from BTA/BOLT was completed and two new Conservation Restrictions (88 acres abutting the Boxford State Forest and 61 acres in Town forest near Lake Shore and Oak Ridge Roads) were acquired. Several other exciting parcels are already slated for protection in 2004.
- **Land Stewardship** – BTA/BOLT began officially maintaining over 75 miles of town trails, and in 2003 we began the work of maintaining and updating trail kiosks. Most of this trail maintenance is accomplished through the efforts of BTA/BOLT's dedicated group of volunteers.
- **Marketing** – One of BTA/BOLT's goals for 2003 was to broaden and improve our communication with our members and the community at large. To that end we re-designed our newsletter *The Acorn*, and also launched our web site www.btabolt.org. Feedback from both of these ventures is uniformly positive, and this year our membership increased to nearly 700 member households in Boxford and beyond. In addition, we have initiated a corporate sponsorship program for area businesses and organizations, and BTA/BOLT's booth at Apple Festival receives many visitors.
- **Activities and Events** – BTA/BOLT's activities are many and varied. The equestrian community enjoys our annual horse show and this year's addition of guided trail rides. Hikers and walkers take advantage of our guided hikes and budding naturalists enjoy participating in the survey and monitoring of rare and endangered wildlife. This year's Boxford Historic House Tour, initiated by BTA/BOLT after a nearly 30-year hiatus, was successful as both a fundraising activity and a community-wide event.

Since its inception, BTA/BOLT has functioned as a volunteer, private, nonprofit, tax-exempt organization funded by membership dues and donations. Dedicated to preserving the nature of Boxford, its goal is the protection of natural and aesthetically important land and wildlife habitat, including fields, forests, wetlands, and trails.

Officers:

Nancy Merrill, Chair
Judy Gore, President
Natasha Grigg, Vice President
David Ingalls, Treasurer
Barbara Shade, Secretary

Directors:

Alison Chase
Judy Corsetti
Steven David
Jean Dewberry
Paul French
George Horner
Beverly Ingalls
Angela Steadman
Mary Beth Stevens



HAWC'S SERVICES FOR BOXFORD

Help for Abused Women and their Children

2003 marked HAWC's 25th year as the only agency providing comprehensive domestic violence services to women from 23 North Shore cities and towns. From Saugus to Gloucester, HAWC (Help For Abused Women and Their Children) assists women with a range of services, including: a 24-hour hotline, emergency shelter, legal advocacy, counseling and support groups. We address the issue of teen dating violence prevention through our school-based Youth Outreach Project (formerly Teen REACH), and work to dispel myths about abuse through community presentations.

Since our founding in 1978, HAWC has grown tremendously, in terms of programs and the number of women served. With the assistance of more than 100 trained volunteers, HAWC provided more than 12,500 points of service to battered women and nearly 5,700 students last year.

Of the women served by HAWC in fiscal year 2003,

- 5 Boxford women called HAWC's *24-hour hotline*. Trained volunteers who provide information, advice, referral and assistance securing shelter for women in crisis staff the hotline.
- 8 Boxford women received a range of services from HAWC that included counseling, and legal advocacy and help in obtaining restraining orders***.

***Owing to a change in the way statistics are compiled (as mandated by Jane Doe, Inc.), HAWC no longer records numbers of clients served by specific programs on a town-by-town basis. With the exception of the Hotline statistics, which *are* recorded separately, HAWC's statistics now only reflect total numbers of clients receiving services (irrespective of the specific service) in any given community.

HAWC collaborates with many partners in helping women to break free from abuse. The religious community, colleges and universities, businesses, law enforcement, health care professionals, schools, city and town officials are all helping to raise awareness, end violence and assist victims. By coming together as a community, exchanging ideas, and coordinating efforts, we are taking significant steps to end violence against women.

HAWC Administrative Team/2003

Executive Director:	Candace Waldron
Program Director	Susan Drake
Shelter Director	Paula Gomez
Director of Community Outreach	
Gloucester office	Nicole Richon Schoel
Director of Multicultural Services	
Lynn office	Sonia Pena
Director of Education	Susan Staples
Director of Development	Amanda Ryan

BOXFORD HISTORIC DOCUMENT CENTER

The Boxford Historic Document Center was established by the Boxford Bicentennial Commission as an enduring legacy of the celebration of the American Revolution in 1976. It is run under the auspices of the Ingalls Memorial Library Association.

One hundred, twenty-one researchers visited the Document Center in 2003. Other people came to look at exhibits relating to the history of Boxford's people and places, to tour the Doll House, or reminisce about old times. Many of the visitors from Boxford, England stopped in at the Document Center during their summer visit to Boxford and learned a little of the history of our town. BHDC staff also responded to numerous telephone calls and mail requests. Researchers, many of whom are from Boxford, use family papers, books, maps, photographs, and microfilm of town records and local newspapers to study the town's history, often tracing a particular family or house.

To encourage interest in the Boxford Historic Document Center, we had a table at the Apple Festival in September and were featured in several articles in local newspapers. Other articles, written about local historical subjects, frequently draw on photographs and collection held by the Document Center. Presentations were made to 4th grade classes at the Spofford Pond School as part of their unit on Boxford history. Scout groups also toured the Center, looking at old photographs and the 1776 scale model of the town, to understand how the town has changed since it was incorporated in 1685.

This year our staff included Martha Clark, Kathy Phillips, and Lu Gould. In addition to answering reference requests, we arrange, catalog, and describe collections donated to the Document Center. More than two thousand photographs have been cataloged in a database and several of the 20th century scrapbooks created by Winnifrid Parkhurst have been indexed.

The Boxford Historic Document Center is open for researchers and visitors on Wednesdays, from 9 until 4, and Wednesday evenings, 7:30-9:30. We are also open the first two Saturdays of each month, 10 to 3. Special appointments may be made with the archivist if these hours are not convenient. Books about Boxford's history are available for sale, along with sweatshirts and T-shirts printed with the town seal.

Martha Clark
Archivist

TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES



WHO WE ARE

The Tri-Town Council is a non-profit professional service organization that helps young people and their families live healthier and safer lives. Unlike other counseling centers, the Tri-Town Council works exclusively with the needs of Tri-Town residents.

Tri-Town residents founded this grassroots organization in 1972 to address concerns about drug and alcohol abuse by area youth. Since then, residents from Middleton, Boxford and Topsfield have steadfastly supported the Council's programs and services.

Tri-Town residents know that in an increasingly complex and fast paced world pressures build in all of us- children, adults, and families. Domestic violence, alcohol and other drug use, anxiety disorders, depression, or suicide can result from such pressures. The Tri-Town Council's primary mission is to educate and counsel people in an effort to prevent these unsafe, unhealthy, and sometimes-tragic occurrences from ever happening.

Our goal is to both anticipate and be responsive to community needs. Agency by-laws ensure close contact with tri-town residents' concerns by mandating that our Board of Directors includes volunteer representatives from each of the three towns. Boxford is very well represented by Guy Simmons, Rhonda Frisch, Bernice Kehoe, Leslie Levenson, Betty Obernesser, Jane Pappas and Mary Dewling and by a student board of directors, comprised of eleven young men and women in Masconomet, grades 9 -12.

Please contact the Tri-Town Council at 978-887-6512 if you would like to volunteer your services on our board of directors. Parents of elementary age children or older children are welcome, as are area professionals and businesspersons. We have particular need for a web designer, attorney, corporate representatives and senior citizens. Giving back to your community can be a very rewarding experience.

WHAT WE DO

The Town of Boxford benefited from the following Tri-Town Council activities and programs over the past fiscal year:

- **Adjustment Counseling** – provided by two full-time professional counselors at Masconomet Regional School and one part-time counselor serving residents of Middleton. Most students from Boxford in grades seven through twelve received some form of direct service from these counselors either in one-on-one meetings, in groups, in the classroom, in an assembly, or through distributed materials.

Tri-Town Counselors also work as needed with the families of the students they see. In addition, counselors attend Case Conferences, Individual Education Plan meetings, emergency management meetings, Health Advisory Committee meetings, student orientation meetings, and many more.

- **Project Safety Net** – 24 hour, seven days a week telephone access to a counselor (978-771-4619 for information, referral and crisis counseling.
- The **HORIZONS** after school enrichment program for all Boxford elementary school children. Program director, Debbie Adam of Boxford, reports that fifteen courses, including science, dance, gymnastics, babysitting, skiing, karate, web-design and knitting were offered for each of the Spring and Fall semesters, and that hundreds of children signed-up.
- The **Sponsor-a-Family** program, led by Rhonda Frisch and Jane Carroll of Boxford, donated more than \$6,000 in gifts to 33 needy children and families in Salisbury and also donated to local families.
- The **Community Giving Tree**, directed by Leslie Levenson and Betty Obernesser of Boxford, donated \$2,000 to children and families in the Masconomet community who needed a helping hand over the holidays. This program also collected and donated winter clothing to the needy.
- The **D.A.S.H.** (Disability Awareness Starts Here) program was active in Boxford and Topsfield elementary schools, but not Middleton. Hopefully, volunteers will come forward so the program can be restarted next year. D.A.S.H. is an important educational program, which uses 250+ community volunteers a year to experientially teach second through fifth graders about physical and emotional disabilities.
- The **Girls Empowerment** workshop for Masconomet eighth, ninth and tenth graders was offered in the Spring of the year. This day-long workshop provides information to girls about relationships, self-esteem and many other important personal and social issues.
- A **Boys Empowerment** program for tenth graders reaches the entire Sophomore class in the Spring of the year and helps boys to recognize their worth as individuals and their role in relationships.
- The **Summer Playground Program**, directed by Victor Dinarello, serving 100+ 8-12 year olds during summer vacation. Primarily for Topsfield residents, this program accepts other tri-town youth as space allows.
- The substance-free all night **Graduation Party**, started twenty-nine years ago as one of the first of its kind in the country, and was attended by 175 graduates in 2003. A third of its attendees live in Boxford. This very popular and successful event will continue in 2004 - volunteers are welcome on the planning committee or as chaperones.

- A Tri-Town Council **Website**, www.tritowncouncil.org, exists for the benefit of Boxford residents and others, with continuously updated information, links, on-line counseling, and an extensive local resource list.
- A quarterly newsletter, **The Reality Check**, is distributed to our membership in Boxford. The newsletter contains information on topics of interest such as Domestic Violence, Dangerous Drugs, Drinking and Driving, and updates on Council activities.
- Sponsorship of the **S.T.E.P.** (Systematic Training for Effective Parenting), an eight-week course on parenting offered by Joan Wing, LICSW in Boxford, which benefits Boxford residents.
 - **Information, Consultation and Referral** services through our administrative office.
 - The **WORLD AIDS DAY Candlelight Vigil** on December 1st.
 - Providing support for the **Fall Foliage Classic Road Race**, in conjunction with the Rotary Club of Topsfield, Boxford, and Middleton.
 - Organized a **Spring Bike Rally**, held on May 4, 2003, which was popular with many bicycling enthusiasts, especially elementary school children and their families.
 - Contributing a monthly **newspaper column** on topics of local concern.
 - Maintaining membership on the **ABC Masconomet** Board of Directors.
 - **Active participation and leadership in Tri-Town working committees:** In FY '03, the Council was a member of the Health Advisory Council, The Massachusetts Council of Human Services Providers, the Graduation Party Committees, the Rotary Club of Topsfield, Boxford, and Middleton, the Middleton Board of Trade, the Community Collaborative Initiative and the Massachusetts Bay United Way.

OUR FUNDING

Boxford residents voted in favor of \$25,140 or just over \$3.00 per resident last year to support of the Tri-Town Council's programs and services. This funding amounted to 7% of our total budget and was extremely important to the financial health of the Council. Altogether, the towns of Topsfield, Boxford, and Middleton accounted for 20% of the Council's budget. Despite significant increases in Tri-Town Council's cost of doing business, Boxford's assessment of \$25,769 for this coming year represents only a 2.5% increase over FY '03.

IN SUMMATION

The Town of Boxford was well served by the Tri-Town Council in 2003. Residents received a very good return for each dollar spent in support of our many services. At the Tri-Town Council, we appreciate that every dollar of our budget is in one way or another, donated. Therefore, we spend that money very carefully:

- Community volunteers staff many of our projects,
- Volunteers who serve as a Board of Directors oversee operations,
- Our finances are reviewed by a certified public accountant and are independently audited each year,
- With only one full-time and one part-time administrative staff, our overhead is kept low, and
- Our programs are run as efficiently as possible. By way of example, Project Safety Net, our 24-hour, seven days a week professional telephone information and referral service, operated by the Council for \$11,000 a year as compared to \$50,000 plus in other organizations.

The staff and Board of Directors of the Tri-Town Council appreciate your continued support.

Staff:

Gary Sinclair, Executive Director
 Nancy Coughlin, Business Manager
 Joan Murphy, Masconomet Adjustment Counselor
 Helen Levin, Middleton Adjustment Counselor
 Gail Analoro, Masconomet Adjustment Counselor

Board of Directors:

Rodney Pendleton, President
 Leslie Levenson, First Vice-President
 Liz Cameron, Second Vice-President
 Betty Obernesser, Treasurer
 Peggy Holloway, Secretary
 Mary Dewling
 Victor Dinarello
 Bernice Kehoe
 Donna Ryan
 Guy Simmons
 Rhonda Frisch
 Carleen McKay

Affiliates:

Debbie Adam, Horizons Director
 Emily Kirsch, EAP Counselor
 Joan Wing, S.T.E.P. Program Therapist
 Jane Carroll, Co-director Sponsor-a-Family
 Disabilities Awareness Starts Here (DASH): Keith Quenzel, Linda Epps,
 Donna Rich, Barbara Chapman, Rose Cordes, Kirsten Manton, Dian
 Anderson, Paula Savage, Sue Adams, Margaret Ake, Ellen
 Eaton, Janet Rogers and Sue Spencer
 Pam Sweet, CARE Committee Treasurer

BOXFORD TELEPHONE NUMBERS

COMMUNITY SERVICES

Council on Aging (at Community Center).....	978-887-3591
Town Beach at Stiles Pond-Emergency Only.....	978-352-7033
Historic Document Center.....	978-352-2733
Sealer of Weights & Measures.....	978-887-4101
HAWC (Help for Abused Women & Children.....	978-744-8552
Tri-Town Council on Youth and Family Services	978-887-6512
Veteran's Agent.....	978-807-7286

DEPARTMENT OF PUBLIC WORKS

Highway Garage (Fax: 352-5558).....	978-352-6555
(Via Communications Dept)	978-887-8135

EMERGENCY (Police and Fire).....911

PUBLIC SAFETY (Fax: 978- 887-8138)

Animal Control Officer.....	978-887-8136
Communications Department	978-887-8136
Fire Department.....	978-887-5725
Police Department.....	978-887-8135

LIBRARIES (Fax: 978-887-6352)

East Boxford Village	978-887-7323
West Boxford Village.....	978-352-7323

POST OFFICES

East Boxford Village (01921)	978-887-0837
West Boxford Village (01885).....	978-352-6632

TOWN HALL OFFICES

7A Spofford Road, Boxford, MA 01921.....978-887-6000

Office of the Selectmen/Town Administrator.....	Extension 502
Accounting/Finance Director.....	503
Assessor's.....	504
Town Clerk.....	501
Treasurer/Tax Collector.....	505
Buildings Inspector (Fax: 978-887-1236).....	508
Electrical Inspector.....	508
Plumbing Inspector.....	508
Conservation Commission (Fax: 978-887-3466).....	506
Board of Health (Fax: 978-887-3466).....	507
Planning Board (Fax: 978-887-3466).....	509
Animal Inspector (Fax: 978-352-5238).....	978-352-6336

SCHOOL DEPARTMENT

Tri-Town School Union (Fax: 978-887-8042).....	978-887-0771
Harry Lee Cole School. (Fax: 978- 887-0703).....	978-887-2856
Spofford Pond School. (Fax: 978-352-7855).....	978-352-8616
Masconomet Regional High School (Fax: 978-887-3573).....	978-887-2323
Superintendent – Masconomet (ext. 6110) (Fax: 978-887-3573).....	978-887-2323
Superintendent - North Shore Vocational. (Fax 978-777-8403).....	978-762-0001



BOXFORD INFORMATION

The Town of Boxford was INCORPORATED on August 12, 1685.

POPULATION – 8588

NUMBER OF RESIDENCES (2003) - 2882

REGISTERED VOTERS (December 2003) - 5248

AREA - 24.39 square miles

POPULATION DENSITY (2003) – 352. Persons per square mile

AVERAGE HOUSE PRICE - \$525,000

MILES OF ROADS (January 1, 2003) – 128.0

NUMBER OF NAMED STREETS - 181

TAX RATE (FY 2003) - \$12.27 per thousand

STATE AND FEDERAL REPRESENTATION **(6th CONGRESSIONAL DISTRICT)**

U. S. SENATORS

Edward M. Kennedy (D)
Russell Bldg, Rm. 315
Washington, D.C. 20510
Tel: (617) 565-3170 (Boston)
Fax: (617) 565-3183 (Boston)

John F. Kerry (D)
United States Senate
Russell Bldg., Room 421:
Washington, D.C. 20510
Tel: (617) 565-8519 (Boston)
Fax: (617) 248-3870 (Boston)

U. S. CONGRESSMAN

John F. Tierney (D)
120 Cannon Building
U. S. House of Representatives
Washington, DC 20515
Tel: (202) 225-8020
Fax: (202) 225-8037

6th DISTRICT OFFICE

160 Main Street
Haverhill, MA 01830
Tel: (978) 469-1942
Fax: (978) 531-1996
17 Peabody Square
Peabody, MA 01960

GOVERNOR

The Honorable Mitt Romney (R)
State House, Room 360
Boston, MA 02133
Tel: (617) 725-4000
Fax: (617) 727-9725

STATE SENATOR

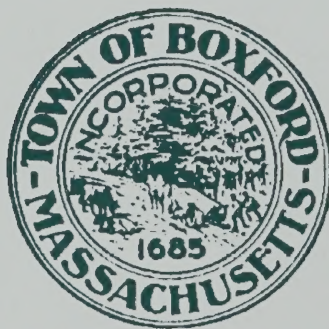
Bruce E. Tarr (R)
State House, Room 314
Boston, MA 02133
Tel: (617) 722-1600
Fax: (617) 722-1310
Home: 80 Essex Ave
Gloucester, MA 01930
Tel: (978) 283-3148
(First Essex & Middlesex Districts)

STATE REPRESENTATIVE:

Bradford Hill (R)
State House, Room 437
Boston, MA 02133
Tel: (617) 722-2489
Home: 16 Birch Lane
Ipswich, MA 01938 (978) 356-2626 (Fourth Essex District) Fax: (617) 722-2390

STATE REPRESENTATION **(18th CONGRESSIONAL DISTRICT)**

Barbara L'Italien, 5 Harper Circle, Andover, MA (978) 409-1818 (R)
State House, Room 437, Boston, MA 02133 (617) 722-2425



Boxford, Massachusetts
2003 Annual Report